

**Douglas County Assessor's Office**  
**P.O. Box 218, 1616 8<sup>th</sup> St., Minden, NV 89423**  
**Ph: (775) 782-9830 Fax: (775) 782-9884**  
**<http://douglascountynv.gov/45/Assessor>**

**TO BE COMPLETED BY TAXPAYER**

Business name: \_\_\_\_\_  
Business type: \_\_\_\_\_  
Location: \_\_\_\_\_  
\_\_\_\_\_  
Mail address: \_\_\_\_\_  
\_\_\_\_\_  
Contact person: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
e-mail: \_\_\_\_\_

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**STATEMENT OF BUSINESS EQUIPMENT / ASSETS / PERSONAL PROPERTY**

**IN ACCORDANCE WITH NEVADA REVISED STATUTE 361.265 AND OTHER STATUTES**, as a business owner you are required to submit a sworn statement of business equipment/assets (also known as personal property) in your possession **as of July 1, 2018**. Your statement must be returned **no later than July 31, 2018**, *except for a statement mailed to the taxpayer after July 15, in which case it must be returned within 15 days* after demand for its return is made. The information you provide is subject to verification in accordance with Nevada Revised Statute 361.263. Upon written petition of the property owner showing good cause, the assessor may grant one or more 30-day extensions.

If any person after receiving this request by the Assessor's Office, neglects or refuses to give the statement herein provided for, the Assessor must make an estimate of the value of the property of such person and this value fixed by the Assessor may not be reduced by any Board of Equalization in accordance with Nevada Revised Statute 361.360.

**WHEN PREPARING YOUR EQUIPMENT/ASSET/PERSONAL PROPERTY LIST, PLEASE DO INCLUDE** all equipment/assets/personal property that (a) are owned, rented, leased, borrowed, gifted, used, or in your possession as of July 1, 2018, regardless of actual owner; (b) have been fully depreciated out for IRS purposes but are still in your possession; and/or (c) regardless of age, are still in your possession, which were not previously reported.

Total acquisition cost includes your original purchase price (if you did not purchase the property, your estimate of its value at time of receipt), the cost of any improvements (additions to or renovations of the property) other than routine maintenance/repairs, transportation costs, and installation and set up costs necessary to make the property operational.

**WHEN PREPARING YOUR EQUIPMENT/ASSET/PERSONAL PROPERTY LIST, PLEASE DO NOT INCLUDE** (a) any equipment/assets/personal property acquired after July 1, 2018; (b) sales tax; (c) licensed vehicles subject to the Department of Motor Vehicles governmental service tax; (d) inventory held for resale; (e) raw materials held for manufacturing into finished goods; or (f) supplies that are consumed during day-to-day operations, that have a useful life of less than one year.

**LEASED EQUIPMENT.** Please provide documentation (e.g., a copy of your lease agreement) should the lessor be the responsible party; otherwise, the assessor will maintain that the lessee is responsible for the personal property taxes. If you are in the business of leasing/loaning equipment to others, please provide the physical location address of each asset. If a lease has terminated, indicate if the lessee acquired the property or if the property was returned to the lessor.

**PLEASE REVIEW ALL PROPERTY/ASSETS LISTED ON THE ATTACHED PAGES, SIGN AND DATE THE DECLARATION AND RETURN TO THIS OFFICE.**

Declarations can be mailed or hand delivered to the address above or faxed to (775) 782-9884. You may also send your fixed asset list or a declaration containing the requested information in Excel or Access format to [assessor@douglasnv.us](mailto:assessor@douglasnv.us).



## LIST OF COMMON BUSINESS EQUIPMENT / ASSETS / PERSONAL PROPERTY

This sample list is included to assist you in completing your written statement of business equipment/assets/personal property. The list includes, but is not limited to, the following:

Air compressor	Engraving/stamping	Gymnastics	Radio communications
Air conditioner, window	Equipment & furniture	Gypsum products/machinery	Recreation
Air conditioning/heating	Exercise		Refrigeration
Aircraft repair		<b>Hand tools</b>	Refrigerator
Asphalt seal surfacing	<b>Fabricated metal</b>	Healthcare	Rentals
ATM	Farm Equipment	Hospital	Restaurant
Auto repair/sales/service	Auger		Route laundry service
Auto wrecking yard	Backhoe	<b>Ice making machine</b>	
	Baler	Ice plant	<b>Safe</b>
<b>Bakery</b>	Combine	Industrial	Sand/gravel equip
Bank	Disc	Information systems	Satellite communication
Bar	Drags	Interior design	Security camera
Barber/Beauty shop	Fertilize equipment		Security/fire
Batch (concrete) plant	Grain drills	<b>Jewelry store</b>	Service station equipment
Beverage machine	Grain elevator	Jukebox	Shed/locker, portable
Billboard	Harrowbeds		Shoe repair
Billiards	Harrows	<b>Laboratory</b>	Shop equipment
Blue print machine	Harvester	Landscape maintenance	Signage, indoor & outdoor
Bowling alley	Hay hopper	Laundry	Silkscreen
Broadcasting	Hay fluffer	Coin operated	Slot machine
Burglar alarm system	Hay loader	Dry cleaning	Snowmobile
	Hay squeeze	Route service	Soft drink equipment
<b>Cable TV</b>	Laser level equipment	Lawn mowing/maintenance	Spray paint booth
Camera, closed circuit	Machinery	Leasehold improvement	Stamping & engraving
Car wash	Manure spreader	Library, law/medical	Storage building, portable
Carpet cleaning	Plough	Locker/shed	Store electronic
Cash register	Rake		Store fixtures/equipment
Cell phone	Ripper	<b>Machine shop</b>	Surveying
Cell site	Scraper	Machinery & equipment	
Cement processing	Seeder	Mailing equipment	<b>Tack/saddle</b>
Ceramics	Semen tank	Maintenance	Telecommunications
Chain saw	Sprayer	Manufacturing	Telephone system
Chiropractic	Swather	Martial arts	Television/monitor
Cleaning service	Tools	Masonry	Television repair
Closed circuit TV	Tractor	Medical office	Theater
Coffee brewing	Wagon	Metal products & equip	Tire sales & service
Coin wrap	Windrower	Mill & mine machinery	Tool & die
Communications tower	Fax	Mining improvements	Tools, hand/misc small
Computer, hard & software	Fax/copier combo	Mobile, frequent use	Tower, communications
Concrete batch plant	Fire/security	Mobile home park	
Construction	Fixed equipment & machinery	Modular building/office	<b>Unlicensed vehicles/trailers</b>
Container/dumpster	Fixtures		Upholstery
Convalescent	Florist/gift shop	<b>Nursery, day care</b>	
Cooler, drinking water	Forklift	Nursery, horticulture	<b>Vacuum sales/service</b>
Copier/fax combo	Funeral home		Vending/dispensing
Copy machine	Furnishings, apartment	<b>Oil &amp; gas lease equipment</b>	Veterinary hospital
Corral, portable	Furnishings, group qtrs	Optical	Video
Credit card machine	Furnishings, hotel	Oxygen cylinder	Cameras
	Furnishings, motel		Games/tapes
<b>Day care/nursery</b>	Furnishings, patio	<b>Paging</b>	Production
Dental office	Furniture	Paint spray booth	
Die & tool		Painting	<b>Warehouse equipment</b>
Dishwasher	<b>Gaming</b>	Photography	Washer/dryer
Distributing, wholesale	Gasoline station equipment	Physical therapy	Water bottle/cooler
Doctor's office	General maintenance	Plastics equipment	Welding
Donut shop	Generator	Point of sale (POS)	Wholesale distributing
Drilling	Gift/florist shop	Portable building	
Dry cleaning	Golf carts	Postage equipment	<b>Yard maintenance</b>
	Golf course equipment	Power generator	
<b>Electrical manufacturing</b>	GPS engineering	Printing & publishing	
Electronic/digital	Grain equipment/storage	Propane tank & equipment	
Engineering/surveying	Gravel/sand equipment	Publishing & printing	