



BASIC INSTRUCTIONS

Filing 2020 Personal Property Assessment Form

IF THERE ARE **NO CHANGES** TO THE PERSONAL PROPERTY YOU OWN IN DOUGLAS COUNTY (PRE-PRINTED ON THE FORM) YOU CAN MARK THE TOP BOX IN THE CENTER OF THE FRONT PAGE, SIGN IN THE REQUIRED SPOT AND RETURN TO THE ADDRESS SHOWN BELOW. **SIGNATURE IS REQUIRED! OWNER MUST SIGN!!! IF PREPARED BY A TAX REPRESENTATIVE THE OWNER MUST ALSO SIGN!!!**

It is required that you file this form with the county Appraisers office prior to March 15 by mail or in person. If you do not file, or file late, a penalty of up to 50% will be applied to your tax bill based on state law. FAX's & emails are not accepted as filing! Metered mail & computer generated postage is not acceptable proof of an actual mailing date.

Make any address changes. Your social security number is NOT a required field.

The personal property that the county is currently aware of is listed on this form. It may be listed on either the front or the back side of the form.

*If you have sold or otherwise disposed of all the property on the form please note the disposal information (date of disposal, type of disposal, who it was sold/given to). Mark the 2nd box (front page, center) and sign by owner. **SIGNATURE IS REQUIRED BY OWNER!** Return to our office.*

*If you have added property or disposed of part of the property please make the changes on the form. Feel free to write clearly directly on the form. The more information you provide, the more accurate our office can be. Mark the top box (front page, center) and sign. **SIGNATURE IS REQUIRED BY OWNER!** Return to our office.*

Commercially registered vehicles – Please provide your current DOT # and your cab card so that we can remove your vehicle(s) from the Douglas County tax rolls.

Business equipment that was purchased after July 1, 2006 does not need to be added!

Return all forms that you received to our office. You may receive more than one form. There are different forms for different types of property.

Additional Detailed Instructions can be found at:

<https://www.douglascountyks.org/sites/default/files/media/depts/appraiser/pdf/ppaf-detailed-instructions.pdf>

Return by Mail to: Douglas County Appraisers Office
Personal Property
1100 Massachusetts St. Unit 1
Lawrence, KS 66044