



Office of the Assessor

Dear Apartment Owner,

You are receiving this letter because you own rental properties in the City of Auburn. Owners of investment properties are required to report their associated business assets in accordance with Maine Law M.R.S.A. §706-A. This letter is notice that you are required to provide a “true and perfect” list of your business personal property that is not exempt from taxation.

Enclosed you will find the Apartment *Property Schedule Form 706-A*. Please fill it out according to the instructions on the reverse of this letter. Your completed asset list must be returned either electronically or by mail to the Assessor's Office no later than April 15, 2020.

Important: Under State statute, if you owned 5 or more rental units on April 1, 2020, you are responsible for filing the enclosed form. Filers who do not provide a complete and accurate asset list will be rendered an estimated personal property assessment. Property owners who fail to respond to the 706-A request, may waive their right to an appeal the assessment.

Filing your asset list is the best way to assure an accurate assessment. The Assessor's Office is available to help; we encourage you to stop by, call or email us with questions.

Sincerely,

Karen Scammon, CMA-3
Assessor
City of Auburn

2020 Business Personal Property Declaration 706-A Notice

For each building you own fill out a **separate form**. For example, if you have 5 apartment buildings – you will fill out 5 forms. We have enclosed multiple blank forms with this mailing. Electronic forms (excel & pdf) are available on our website; we will also e mail them to you upon request.

Website: <http://www.auburnmaine.gov/pages/government/assessing>, click on applications and forms in the left-hand column. Look for "Apartment Form 706-A" and a filing sample.

- 1) Please fill out the business information details. Indicate the correct business name and owner. Also note or update the preferred mailing address for the business. Example:

Business name/owner:	Joe's Awesome Rentals/Joe Cool
Owner's mailing address:	PO Box X, Auburn, ME 04210
Location Address:	1 Court Street
Number of rental units:	4 Apartments

- 2) List your tangible assets located at the rental building. Owners generally report stoves, refrigerators, washers and dryers that they own. You will not be assessed for property owned by your tenants. You must also report other business assets that you own at this location, for example snow blowers, lawnmowers, furniture, office equipment, etc. Example:

<i>Appliances</i>	<i>Owned by Landlord</i>	<i>Tenant owned</i>
Clothes Washer	4	
Clothes Dryer	4	
Refrigerator/Freezer	4	
Stove	4	
Portable Dishwasher	0	
Microwave	0	
Other appliances, describe	0	
Other owned equipment associated with this location, e.g. snowblowers, vending machines, lawn-mowers, maintenance equipment, furniture or computers.		
<i>Asset Description</i>	<i>Year New</i>	<i>Original Cost</i>
Troy-bilt Snowblower	2010	\$1,500.00
John-Deere Tractor	2014	\$1,300.00

- 3) If leased equipment is located at the rental location, please fill in the details where indicated on the form. Leased equipment will be assessed to the party responsible for paying the taxes. If the lessor is responsible, please provide their contact details – otherwise it will be assessed to the party-in-possession (you).
- 4) Sign and date the form; an electronic signature is considered valid. Forms must be returned to the Assessing Office by April 15, 2020. If you require an extension for filing, please notify our office.

Return the completed forms to the Assessing Department:

e mail: assessing@auburnmaine.gov

fax: 207-333-6625

mail or in-person: 60 Court Street, Suite 104, Auburn, Maine 04210