

INSTRUCTIONS FOR FILING KANSAS PERSONAL PROPERTY ASSESSMENT FORM

File a return in each county where you have taxable personal property located. Check this assessment form for a complete and correct listing of your personal property. If there is any information that is incorrect or not listed please make any corrections, additions, and deletions before returning to the County Appraisers office prior to **March 15**. Form **MUST BE SIGNED!**

For Individual Personal Property

Exemptions: Personal property not elsewhere classified (subclass 6) **whose purchase price is \$750 or less** is expressly exempt from taxation. ***The County MUST be notified of the original purchase price in order to exempt this property from taxation.*** Gifts or below value purchase prices **may not** be automatically exempt from taxation.

NOTE: The owner or record must notify the county appraiser of the sale or acquisition of any watercraft. The notification must be given on or before December 20th, so the value can be prorated for the number of months it is owned.

For Commercial Personal Property

Exemptions: Machinery and equipment with a **“retail cost when new” of \$1500 or less** is expressly exempt from taxation. In addition, all machinery and equipment **acquired after June 30, 2006**, via a bona fide purchase or lease-purchase or is transported into the state for expansion of an existing business or creation of a new business is expressly exempt from taxation.

Note: By law, in order to promote uniform, equal and accurate assessments, all renditions filed are subject to review by the county appraiser for completeness and accuracy. For the same reason, the county appraiser will also take steps to discover non-filers.

NOTE: If additional lines are needed, attach supplemental schedules or computer printouts with the same information.

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