

# 2013 CITY OF MILWAUKEE

## STATEMENT OF PERSONAL PROPERTY SUBJECT TO ASSESSMENT\* ON JANUARY 1, 2013 DUE DATE MARCH 1<sup>ST</sup>

**MAIL OR FAX TO: THE ASSESSOR'S OFFICE 200 E. WELLS ST. 5<sup>TH</sup> FLOOR MILWAUKEE, WI 53202-3564 FAX # (414) 286-8447**

\* PERSONAL PROPERTY SUBJECT TO ASSESSMENT INCLUDES ALL FURNITURE, FIXTURES, & EQUIPMENT WHICH IS NOT SPECIFICALLY EXEMPT PER STATUTE OR FOR WHICH A PROPERTY TAX EXEMPTION HAS NOT BEEN APPLIED FOR AND GRANTED.

WISCONSIN STATUTE 70.35 PROVIDES THAT EVERY PERSON, FIRM, OR CORPORATION RECEIVING A RETURN OF PERSONAL PROPERTY IS REQUIRED TO SUBMIT THE RETURN OF SUCH PERSONAL PROPERTY AND OF THE TAXABLE VALUE THEREOF.

**IF YOU FAIL TO FILE, THE ASSESSOR MUST ESTIMATE THE VALUE OF YOUR PROPERTY USING THE BEST INFORMATION AVAILABLE. IN ADDITION YOU SHALL BE DENIED ANY RIGHT OF ABATEMENT BY THE BOARD OF REVIEW UNDER SECTION 70.35(4), WIS. STATUTES.**

THERE IS AN INTERACTIVE VERSION OF THIS PERSONAL PROPERTY RETURN ON OUR WEBSITE: [www.milwaukee.gov/assessor](http://www.milwaukee.gov/assessor)  
1) ENTER THE DATA (THE CALCULATIONS ARE DONE FOR YOU); 2) PRINT OUT THE COMPLETED RETURN; 3) SIGN IT; 4) SUBMIT IT BY MAIL / FAX.

### PROPERTY SOLD OR MOVED AFTER JANUARY 1, 2013

PER WISCONSIN STATUTE 70.13(6) A CHANGE OF LOCATION OR SALE OF PERSONAL PROPERTY AFTER JAN. 1<sup>ST</sup> (2013), DOES NOT CHANGE THE ASSESSMENT DISTRICT IN WHICH ASSESSED, OR THE PARTY TO WHOM THE PROPERTY IS ASSESSED FOR THAT YEAR.

**THERE IS NO PARTIAL YEAR PRO-RATION: YOU WILL STILL RECEIVE A CITY OF MILWAUKEE TAX BILL FOR THE FULL YEAR.**

**IF YOU DID NOT HAVE PERSONAL PROPERTY IN THE CITY OF MILWAUKEE ON JANUARY 1, 2013 CALL 414-286-8215.**

**NON-PROFIT ORGANIZATIONS  
NOT AUTOMATICALLY EXEMPT**

IF YOU BELIEVE YOUR ORGANIZATION IS EXEMPT FROM THE PROPERTY TAX FOR 2013 UNDER WISCONSIN STATUTE 70.11, YOU MUST FILE AN APPLICATION FOR EXEMPTION PRIOR TO MARCH 1, 2013 TO REQUEST AN EXEMPTION APPLICATION CALL (414) 286-3110.

**MANUFACTURERS  
NOT AUTOMATICALLY EXEMPT**

TO QUALIFY FOR THE MANUFACTURER'S EXEMPTION YOU MUST MEET THE STATUTORY REQUIREMENTS OF SECTION 70.995 ADMINISTERED BY THE WISCONSIN DEPARTMENT OF REVENUE.  
CONTACT THE... WISCONSIN DEPARTMENT OF REVENUE  
MANUFACTURING ASSESSMENTS / DISTRICT AA77  
819 N. 6TH STREET, ROOM 530 MILWAUKEE, WI 53203 -1610 PH. # (414) 227-4456

### GENERAL INSTRUCTIONS The cost approach to valuation is used to estimate the value of personal property.

**There are various schedules on this return for reporting different types of personal property. Enter the requested information for those schedules that apply.**

Year Asset Acquired	This is the year an asset was purchased / acquired. There is a catchall "PRIOR" row for all assets acquired before the last year that is pre-printed above it.
Cost As Of 1/1/2012	For each applicable Schedule, enter the sum of the cost for all assets acquired in the year shown. It should be the same cost as reported on your 2012 return.
Additions / (Disposals) *	Enter any changes since last year's assessment date of 1/1/2013. Assets that have been sold, discarded, or transferred-out to a location not covered by this return should be shown as disposals (-). Assets that have been transferred-in to this location should be shown as additions (+). Assets that were formerly leased but are now owned, should also be reported as transferred-in for the year the lease began, not the year the lease ended, and at the original selling price had the asset been purchased outright rather than leased. Do NOT report the lease buy-out price because it excludes the portion of the cost covered by the lease payments. If there have been both additions and deletions in a given year's row, show the <b>net change</b> in that year's row.
Cost As Of 1/1/2013	Enter the Jan. 1, 2013 sum of the cost for all assets acquired in the year shown. It should be the amount calculated by combining the previous 2 columns.
Life	The following useful lives are to be used: Boats=20; Car Wash Equip.=8; Cash Registers=6; Coin-Operated Laundromat Eq.=8; Computers=4; Copiers=6; Cylinders=20; Dumpsters=15; DVD's/Games=5, Faxes=6; Forklifts=8; Tanks=20; Towers=20; All Other=10.
Factors	On most schedules the valuation factors are pre-printed. For Schedules D, F (Miscellaneous section) & G you will have to enter the factor. Find the appropriate factor on the Table of Valuation Factors shown below using the year of acquisition and the useful life.
Value = Cost Times Factor	The estimated 'Value' of the assets, is the product of the 1/1/2013 cost multiplied by the "Factor". <b>ALL CALCULATIONS ARE AUTOMATICALLY PERFORMED ON THE WEB RETURN.</b>
Explain Decreases	Provide an explanation for any net decreases in the 'additions / disposals' column. Unexplained decreases are subject to review and/or revision.

**Table of Valuation Factors  
To Be Used When Completing Schedule D, the Miscellaneous Section of Schedule F, and Schedule G**

Life / Year	2012	2011	2010	2009	2008	2007	2006	2005	2004	2003	PRIOR
3 YEAR	0.750	0.383	0.194	0.110	0.110	0.110	0.110	0.110	0.110	0.110	0.110
4 YEAR	0.813	0.518	0.327	0.204	0.117	0.117	0.117	0.117	0.117	0.117	0.117
5 YEAR	0.850	0.607	0.430	0.301	0.218	0.121	0.121	0.121	0.121	0.121	0.121
6 YEAR	0.875	0.669	0.507	0.380	0.296	0.225	0.125	0.125	0.125	0.125	0.125
8 YEAR	0.906	0.751	0.616	0.501	0.423	0.347	0.290	0.242	0.132	0.132	0.132
10 YEAR	0.925	0.802	0.688	0.585	0.517	0.443	0.387	0.339	0.295	0.250	0.138
15 YEAR	0.950	0.872	0.793	0.714	0.667	0.606	0.561	0.518	0.479	0.431	0.162
20 YEAR	0.963	0.908	0.849	0.785	0.754	0.704	0.669	0.636	0.604	0.558	0.238

Assessor's Office  
 200 E. Wells St. 5<sup>th</sup> Floor  
 Milwaukee, WI 53202-3564  
 Ph # (414) 286-3651  
 Fax # (414) 286-8447

**CITY OF MILWAUKEE**  
**STATEMENT OF PERSONAL PROPERTY**  
 SUBJECT TO ASSESSMENT ON JANUARY 1<sup>st</sup> 2013

**2013**  
 DUE DATE  
 MARCH 1<sup>st</sup>

FAILURE TO FILE: IF YOU FAIL TO FILE, THE ASSESSOR MUST ESTIMATE THE VALUE OF YOUR PROPERTY USING THE BEST INFORMATION AVAILABLE. IN ADDITION, YOU SHALL BE DENIED ANY RIGHT OF ABATEMENT BY THE BOARD OF REVIEW, UNDER SECTION 70.35(4), WIS. STATUTES.

ACCOUNT NUMBER #

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ENTER THE FOLLOWING INFORMATION IF NOT PRE-PRINTED

LOCATIONS REPORTED ON THIS RETURN ATTACH ADDITIONAL SHEET IF NEEDED	1.	
	2.	
OWNER NAME DBA BUSINESS NAME  MAILING ADDRESS CITY, STATE ZIP		

CHANGES		EFFECTIVE DATE OF CHANGE
NEW NAME / OWNER		
NEW "DBA" BUSINESS NAME		
NEW MAILING ADDRESS		
NEW CITY, STATE ZIP		
Sold	Incorporated	Partner Added / Removed
Discontinued	Merged	Owner Deceased
Bankrupt	Corp. Dissolved	Moved Out of Milwaukee
NEW Location	Moved To	
	Added	
OLD Location	Moved From	
	Dropped	

**Tax Bills Are Mailed In December**

<b>SUMMARY SCHEDULE A</b>				Complete Schedules B Through H First, Then Enter Their Full Value Totals Below
LINE #	DESCRIPTION	TOTAL FULL VALUE FROM SCHEDULE	JANUARY 1, 2013 FULL VALUE	LEAVE BLANK
1.	FURNITURE, FIXTURES, & EQUIPMENT	B		
2.	COPIERS, PHONES, MULTIFUNCTION FAXES	B-2		
3.	MACHINERY & SHOP EQUIPMENT	C		
4.	LEASED, RENTED, OR BORROWED PROPERTY	D		
5.	SUPPLIES	E		
6.	OTHER MISC. PROPERTY / VIDEO TAPES / DISCS	F		
7.	LEASEHOLD / REAL ESTATE IMPROVEMENTS	G		
8.	BUILDINGS / IMPROVEMENTS ON LEASED LAND	H		
9.	<b>TOTAL TAXABLE VALUE</b>	Add Lines 1 Thru 8		
10.	<b>TOTAL EXEMPT VALUE</b>	Add The Totals From Schedules B1+B3		

**STATEMENT OF VALUE**

THE UNDERSIGNED DOES SOLEMNLY DECLARE THAT THE FOREGOING IS A TRUE AND COMPLETE STATEMENT OF THE QUANTITY AND VALUE OF ALL PERSONAL PROPERTY OWNED OR WHICH IS IN THE CHARGE OR POSSESSION OF THE NAMED TAXPAYER, AND WHICH IS SUBJECT TO ASSESSMENT AS OF JANUARY 1, 2013.

Name (Print)		Title		Preparer's Name (Print)	
Signature		Date		Signature	
Web Site		Date		Address	
Address		e-Mail		Address	
City, State & Zip		Ownership Type		City, State & Zip	
		Sole Owner	Partnership		
Phone #		Corporation		Phone #	
		501(c)(3)			
Fax #		Association		Fax #	
		Other			

**THIS RETURN IS CONFIDENTIAL AND IS NOT AVAILABLE FOR PUBLIC INSPECTION**



**LEASED or RENTED PERSONAL PROPERTY** Schedule D is for reporting Furniture & Equipment that is in the possession of someone other than the owner of title. It is imperative that you identify all such property to avoid duplicate assessments against both the titleholder and the party-in-possession. Fixed Assets acquired through Contingent Sales, Lease Financing, Capitalized Leases, Rent-To-Own Agreements etc. are also to be included.

If you are the: Party-in-Possession: Report the Name of the Owner of Title and their mailing Address.

Owner of Title: Report the Name of the Party-In Possession and the Location of the personal property.

**Leasing Companies** may submit computer print outs of their lessees, or they can e-mail the information, in Excel spreadsheet format, to: assessor@milwaukee.gov.

<b>SCHEDULE D: Part 1</b>		<b>FIXED ASSETS THAT ARE LEASED, RENTED or BORROWED AS OF 1/1/2013</b>						
Name/Address (Location)	Description of Personal Property	Lease / Serial #	Date Lease Began	Date Lease Ends	Monthly Lease Payment	Original Cost	Factor From Table p. 4	Full Value = Cost Times Factor
<b>TOTAL</b>								

<b>SCHEDULE D: Part 2</b>		<b>FIXED ASSETS THAT WERE REPORTED LAST YEAR BUT WHICH ARE NO LONGER BEING LEASED, RENTED, or BORROWED ON 1/1/2013</b>						
Name/Address (Location)	Description of Personal Property	Lease / Serial #	Date Lease Began	Original Cost (Selling Price)	Status See Key Below *	Date of Status Change	If Status = "P" enter the...	
							Buy-out Price	Schedule Now Reported On
* Status Key: P = Purchased / Lease Conversions R = Returned to the Owner / Lessor S = Sold or Scrapped T = Traded up X = Other								

<b>SCHEDULE G</b>		<b>LEASEHOLD / REAL ESTATE IMPROVEMENTS</b>						
IF MORE THAN 1 LOCATION, MAKE AND COMPLETE A COPY OF THIS SCHEDULE FOR EACH LOCATION.								
Your Business Name:			Your Personal Property Account Number:			FOR OFFICE USE ONLY		
Location Address:			Floor Suite #			NBHD #		
Building Owner's Name:			Phone #		Rental Agent's Name:		Phone #	
Area Of Leased Space:		Type Of Lease: Gross Net		Base Annual Rent: \$		Lease Start Date:		End Date:
Is There Also A Percentage Rent ? No Yes		If Yes, Enter The % Rent Terms: _____ % Of Sales Over \$ _____		Last Year		% Rent Paid \$ _____		
Rent Includes... Circle Those That Apply	Heat	Gas	Electric	Parking Inside	Parking Outside	Real Estate Taxes	Enter Any Additional Amounts Paid For Real Estate Taxes \$ _____	
Is There An Option To Renew ? No Yes		If Yes Enter The Date		Is There A Rent Increase Scheduled ? No Yes		If Yes, When ?		New Base Rent Amount: \$ _____
Year Of Improvements	Description			Original Cost As Of Jan. 1, 2013	Factor From Table p.4	Full Value = Cost Times Factor		LEAVE BLANK
<b>TOTAL</b>								

<b>SCHEDULE H</b>		<b>BUILDINGS ON LEASED LAND</b>				
Report buildings, structures, and other improvements that you own, but which are located on land that you do not own.						
RE Key #	Location	Description	Year	Sq. Ft. Area	Cost	Est. Full Value

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