

CITY OF NOME
CITY CLERK'S OFFICE



P.O. Box 281
102 Division Street
Nome, Alaska 99762
P: (907)-443-6663
F: (907)-443-5345

**2020 PERSONAL and BUSINESS
PROPERTY DECLARATION**

Return to City Clerk's Office on or before
February 1, 2020

Amended

ACCOUNT NUMBER: _____

Business Name: _____ Phone: _____ Fax: _____

Contact Person: _____ Email: _____

Mailing Address: _____
P.O. Box City State Zip Code

SECTION A – NO LONGER IN BUSINESS?

(check one)

Closed-Sold Business (new owner name): _____ Address: _____

Date of Sale: _____ Phone: (____) _____

Closed-Out of Business DATE of CLOSURE: _____ Property Disposed? ____Yes ____No - *If NO, see Section C to Declare*

Signature: _____ Date: _____ Phone: (____) _____

SECTION B – ACTIVE BUSINESS WITHOUT BUSINESS PROPERTY

If you have an active business with no Personal and/or Business (PBP) property to declare, check this box. A brief explanation as to why there is no PBP to declare is required. (*Examples: fully furnished location, contract services only*)

SIGNATURE: _____ Date: _____ Phone: _____

SECTION C - MUST NOTIFY THE CITY IF PROPERTY HAS BEEN SOLD OR DISCARDED

Personal and/or Business Property	\$ Full and True Value*
FURNITURE & FIXTURES (rental and business property only):	
MOTORCYCLES, ATVs, SNOW MACHINES:	
CAMPERS & MOTOR HOMES:	
BOATS & MOTORS:	
TRAILERS:	
MACHINERY & HEAVY EQUIPMENT:	
BUSINESS - PROPERTY (for operations only; DO NOT REPORT INVENTORY HELD FOR RESALE):	
BUSINESS - TECHNOLOGY (computers, software, office machinery):	
BUSINESS - CONSIGNED GOODS:	
BUSINESS - LEASED GOODS:	
CONTAINER VANS (if not included with Real Property Assessment or if located on property you do not own):	
OTHER:	
Total Value \$	

*Full and True Value is the estimated price that the property would bring in an open market and under the then prevailing market conditions in a sale between a willing seller and a willing buyer both conversant with the property and with prevailing general price levels, this is an Alaska Statute provision. (AS 29.45.110(a))

Business personal property includes all property used or held for use on a full or part-time basis, whether owned, gifted, leased, or rented, even if the property is fully depreciated or expensed for federal income tax purposes.

SECTION D

I, THE UNDERSIGNED, HEREBY DECLARE THAT THIS STATEMENT IS TO THE BEST OF MY KNOWLEDGE AND BELIEF TRUE, CORRECT AND COMPLETE, AND THAT IT INCLUDES ALL BUSINESS AND/OR PERSONAL PROPERTY, NOT EXEMPTED FROM TAXATION, OWNED, CLAIMED, POSSESSED OR CONTROLLED BY ME **THE FIRST DAY OF JANUARY 2020**, AT 12:01 AM ALASKA STANDARD TIME.

SIGNED: _____

SIGNED AND SWORN before me this _____ day of _____,

seal

NOTARY PUBLIC

/

CITY CLERK'S OFFICE

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(907) 443-5345 (fax)

PRSRRT STD
ECRWSS
U.S.POSTAGE
PAID
EDDM Retail

2020 PERSONAL and/or BUSINESS PROPERTY RETURN

ADDRESS SERVICE REQUESTED

DUE DATE FEBRUARY 1, 2020

BOX HOLDER
NOME, ALASKA 99762

INSTRUCTIONS FOR FILING PERSONAL and/or BUSINESS PROPERTY RETURNS

- A) **WHO SHALL FILE?** (NCO 17.20.040): Every person having ownership or control of or an interest in personal and/or business property within the corporate boundaries of the city shall file with the City Clerk's office a personal and/or business property declaration on or before February 1st of the assessment year; based on property values existing on January 1st of the same assessment year. The declaration shall be signed and verified under oath or affirmation by the person submitting the return.
- B) **WHAT SHALL BE REPORTED? – (SECTION C ON REVERSE SIDE).** (NCO 17.20.040): The declaration shall state the nature, quantity, description, amount and value of all personal and/or business property situated within the corporate boundaries of the city. Examples of *business* property may include but is not limited to: operating inventory (**DO NOT REPORT** inventory held for **RESALE**), machinery, heavy equipment (loaders, graders, backhoes, etc.), office equipment and supplies, computers and software. Examples of *personal* property may include but is not limited to: boats, motors, trailers (boat, snowmobile and four-wheeler), pick-up campers, motor homes, motorcycles, snowmobiles, four-wheelers. **DO NOT REPORT automobiles.**
- C) **NO LONGER IN BUSINESS.** See Section A on reverse side of this form.
- D) **IN BUSINESS BUT NO PERSONAL/BUSINESS PROPERTY TO REPORT**
See Section B on reverse side of this form.
- E) **EXEMPTIONS.** (NCO 17.20.020): 1) Household furniture and personal effects of members of a household, 2) all aircraft, and, 3) business inventories held for resale in the normal course of business of a seller as defined by NCO 17.10.180 and who is issued a City sales tax certificate.
- F) **APPEALS.** (NCO 17.20.050): Any alleged error in valuation not adjusted by the assessor to the taxpayer's satisfaction may be appealed to the board of equalization in accordance with the procedures set forth in Alaska Statutes.
- G) **BOARD OF EQUALIZATION.** (NCO 17.20.060): The City Council shall sit as a Board of Equalization for the purpose of hearing any appeals from determinations of the Assessor.

**PLEASE CONTACT THE CITY CLERK'S OFFICE IF YOU HAVE FURTHER QUESTIONS
907-443-6663**