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DEPARTMENT OF RECORDS & ASSESSMENT

HOOD RIVER COUNTY
601 STATE STREET
HOOD RIVER, OREGON 97031-1871

(541) 386-4522 – ASSESSMENT
(541) 387-6864 – FAX NUMBER

Filing Instructions and Checklist for Confidential Personal Property Return Form OR-CPPR **Deadline: March 15, 2024**

ORS 308.290(2A) requires every business to file a complete detailed listing of tangible personal property.

All Personal Property Owners:

Your return must be **IN OUR OFFICE OR POSTMARKED** on or before **MARCH 15, 2024**. If your return is late, you will be assessed a late filing penalty. **Non-filers will receive a 50% penalty as if having filed after August 1, 2024.**

If you sold your business before January 1, 2024, complete the **NO PERSONAL PROPERTY TO REPORT** section and write the name and address of the new owner on the return, **explain what happened with the personal property in schedule 5A or on a separate sheet**, sign, date, and file the return with our office.

Add all items you have acquired before January 1, 2024. Supply as much detail as you can. **Lump sum items will not receive depreciation!**

Itemized Inventory Report: Please contact our office to inquire about obtaining an asset list.

ORS 308.290(3A) Disposal type or explanation is required for removal of asset.

Disposal Type: Specify types of disposals such as Waste, Donation etc. If asset sold, please add name and address of individual or business.

If you have nothing to add or delete on the Inventory Report, write “**NO CHANGE**” on the list. You must send the list back with your Personal Property Return.

CHECK LIST

- Taxpayer’s Declaration Box filled out completely. (Returns not signed will be mailed back.)
- Business Closed/Sold? Fill out dates and new ownership.
- Schedule 1 Filled out with leased items.
- Schedule 2 non-inventory supplies (report total cost at hand.)
- Schedule 4 Professional libraries which include training books, etc.
- Schedule 5a Everything used, even part of the time, for your business needs. Please include model and purchase year and purchase price. Gifted items will also be required to have a value. Please see pg.4 General Information. First Time filers are required to provide an asset list.

Items considered fully depreciated for Internal Revenue Service purposes must still be reported on the Inventory Report, if they are still in your possession.

Both the owner and the person in possession of **leased or rented** personal property must report the property. If you have any questions, please call **(541) 386-4522**.

All personal property returns are subject to audit by this office.

Assessment of Business: Furniture, Fixtures, Equipment, Floating Property, and Leased or Rented Property

ATTENTION: If you did not receive a tax bill last year because your total assessed value was below the annual cancellation threshold, you may not have to complete this entire form. See General information #2.

Penalty—Maximum penalty for late filing of personal property return is 50 percent of the tax attributable to the taxable personal property (ORS 308.296).

Account number Code area

Mail to: Records & Assessment Department Hood River County 601 State Street Hood River, OR 97031

For assessor's use only

Table with 2 columns: Item number (1-8) and description (Leased or rented property, Noninventory supplies, etc.)

Make any name or mailing address corrections above. This return is subject to audit.

Location of personal property on January 1, 2024. File a separate return for each tax code area or location. Attach a separate listing if needed. Personal property location (street address, city)

Date business originated in county Type of business

Was a return filed last year? Yes County No

First-time filer, see General information no. 1. If your total assessed value was below the annual cancellation threshold last year, see General information no. 2. This doesn't apply to first time filers.

Remember to sign the Taxpayer's declaration at right

No personal property to report (See General information no. 3.)

Business closed? Moved out of county? Business sold? Date of sale: New address:

Name and address of new owner (if business sold)

Sign if we MAY NOT FORWARD current property list to new owner. Signature X

Multiple locations within this county (See General information no. 5.) Business name: Business location:

Submit your original return and attachments to your county assessor. Keep a photocopy and the attached instructions for your records.

Schedule 1—Leased or rented personal property (Don't report real property. Enter "None" if no personal property to report.)

Table with 11 columns: Name and address of Second party involved, Description, Payer of taxes to county, Amount of lease/rent, Date agreement began, Length of agreement, No. of units, Original cost, Owner's opinion of real market value, Assessor's RMV

If Schedule 1 items are reported on separate attachments, check here: Schedule 1 total: (Include attachments)

Filing deadline for this return is March 15, 2024

Taxpayer's declaration. Invalid if not signed. Under the penalties described in ORS 305.990(4), I affirm that I have examined this return and all attachments. All statements made are true. To the best of my knowledge, all taxable personal property I own, possess, or control, which was in this county as of 1:00 A.M., January 1 has been reported. Name of firm/owner, E-mail address, Assumed business name of firm assessed, Telephone no., Mailing address, Fax no., City, State, ZIP code, Signature of person responsible for return, Date, Printed name of person signing return, Title, Person completing return, Telephone no., This return is being filed for: An individual, A partnership, A corporation, A limited partnership, A limited liability company, A limited liability partnership. Attach a separate list of names and addresses of each individual partner for corporations, LLCs, LLPs, and partnerships.

Schedule 2—Noninventory supplies (See instructions for examples.)					
Report total cost on hand as of January 1					Assessor's RMV (leave blank)
1	2	3	4	5	
General office supplies	Maintenance supplies	Operating supplies	Spare parts	Other noninventory supplies	
If Schedule 2 items are reported on separate attachments, check here: <input type="checkbox"/>					Schedule 2 total: (Include attachments)

Schedule 3—Floating structures (Include docks and pilings. Enter "None" if no property to report.)					
Registration no.	Oregon Marine Board no.	Date purchased	Purchase price \$	Owner's opinion of real market value	Assessor's RMV (leave blank)
Own: <input type="checkbox"/> Fee simple <input type="checkbox"/> Contract		Contract holder:		Exact moorage location on January 1	
If you have remodeled your floating structure during the past year, please describe in the space to the right. (This may include a room or story addition, stringer replacement, or acquisition of a tender house or swim float.) Also report partially completed structures. Approximate date of remodeling: _____					
All other vessels Does this vessel ply the high seas? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Registration no.	Date purchased	Purchase price \$	Name of vessel		
Primary moorage			Length of vessel	Type of fishing or activity	
If Schedule 3 items are reported on separate attachments, check here: <input type="checkbox"/>					Schedule 3 total: (Include attachments)

Schedule 4—Professional libraries (Use this format and report on a separate sheet. Enter "None" if no property to report.)							
1	2	3		5	6	7	8
		No	Yes				
Type of library*	Title of book or set	If set, is it complete?		Number of volumes	Cost when purchased	Owner's opinion of real market value Total	Assessor's RMV (leave blank)
*For example, books, tapes, videos, compact discs						Schedule 4 total: (Include attachments)	

Schedule 5A—All other taxable personal property (Include all items not reported on schedules 1, 2, 3, or 4. Report any added or deleted items.)											
1	2	3	4	5		6	7		8	9	
				N=New	U=Used		Manuf. year	Purchased Mo.			Yr.
Item of property	Identification (manufacturer and serial no.)									Owner's opinion of real market value Total	Assessor's RMV (leave blank)
Sample Item	Brand Name/123456789	N	2010	6	10	2	150	300	300		
(Attach separate sheet if necessary)							Subtotal 5A →				

Schedule 5B—Small hand tools (Not reported elsewhere on this return; indicate type.)						Owner's opinion of real market value	Assessor's RMV (leave blank)
List business type, (dealership, service garage, dental, medical, beauty/barber shop, landscape etc.):							
Who is responsible for taxes? <input type="checkbox"/> Company/Owner <input type="checkbox"/> Employee							
Please provide contact information _____						Subtotal 5B →	
If Schedule 5 items are reported on separate attachments, check here: <input type="checkbox"/>						Schedule 5 total (A+B): (Include attachments)	

Improvements on federal lands, mining claims, etc., on which final proof has not yet been made: Location: Township _____ Range _____ Section _____

Submit your original return and attachments to your county assessor. Keep a **copy** of the return for your records.

General information

What should I know about filing this return?

1 First-time filer—Send your original return with a **complete** list of assets, non inventory supplies, and any attachments to the county assessor. (ORS 308.290 (3)(a)). Complete a separate return for each location in each county in which you have personal property.

2 Check and sign—If your county assessor did not send a property tax bill last year because your total assessed value was below the annual cancellation threshold, and you have not purchased or added any taxable personal property, **check the box, sign and date the Taxpayer's declaration**, and submit the return to your county assessor. If you have purchased, added, or disposed of any taxable personal property, report it on this form and return it to your county assessor (ORS 308.250).

3 No property to report—If you don't have taxable personal property in the county, and/or you closed your business, attach a full explanation. Please tell us what you did with the property you reported last year. **Sign and date the Taxpayer's declaration**, and send it to the county assessor before the filing deadline.

4 Multiple businesses—If you have multiple businesses within the county, you must complete a return for each business. Check the box and provide the name and location of each business.

What personal property is taxable?

Taxable personal property includes machinery, equipment, and furniture used previously or presently in a business, including any property not currently being used, property placed in storage, property held for sale, expensed items, or items fully depreciated by federal standards.

A reminder . . .

What reporting date should I use for the information requested on this return?

This return must show all taxable personal property which you own, possess, or control as of 1:00 A.M., January 1 (ORS 308.250).

When should I file?

File personal property returns with your county assessor on or before March 15.

What if I file late?

The penalty is **5 percent** of the tax owed if the return is filed after March 15, but on or before June 1. The penalty increases to **25 percent** of the tax owed if the return is filed after June 1, but on or before August 1. After **August 1**, the penalty is **50 percent** of the tax owed (ORS 308.296).

Instructions for completing your personal property return

If you have questions about completing your return, contact your local assessor's office.

Schedule 1—Leased or rented personal property

Report all leased or rented items as of January 1.

If you don't lease equipment to or from others, write "None."

Equipment leased to others. Attach a list showing name and address of lessee, **situs of equipment**, description, date of acquisition, length of lease, and original cost. If a manufacturer, report real market value rather than original cost.

Equipment leased from others. Attach a list showing name and address of lessor, **situs of equipment**, description, date of acquisition, and original cost. If original cost isn't known, give length of lease and amount of the monthly payment. Advise if included with other assets to avoid duplicate assessment.

Item 3. Who is responsible for paying the tax? Check either lessor or lessee.

Schedule 2—Noninventory supplies

As of January 1, report total cost on hand of any taxable item that won't become part of finished goods or won't be directly sold to customers.

What personal property isn't taxable?

- Intangible personal property: Money held at interest, bonds, notes, shares of stock, business records, surveys and designs, and the materials the data is recorded on (paper, tape, film, etc.) (ORS 307.020).
- Computer software (excluding software integrated in equipment).
- Household goods, furniture, tools, and equipment **exclusively** for personal use in and around your home (ORS 307.190).
- Inventory held for resale (ORS 307.400).
- Livestock (ORS 307.394).
- Licensed vehicles and equipment other than fixed load and mobile equipment. Examples of taxable fixed load and mobile equipment are shown on the back page (ORS 801.285).
- Farm machinery and equipment used primarily in the preparation of land, planting, raising, cultivating, or harvesting farm crops or feeding, breeding, management, and sale of, or the produce of, livestock, poultry, fur-bearing animals, bees, dairies, agricultural, or horticultural use (ORS 307.394).
- Skyline and Swing Yarders (ORS 307.831).
- Environmentally Sensitive Logging Equipment. Equipment that is originally manufactured after 1992 and is used or held for use in logging or forest management operations involving timber harvest, including the felling, bucking, yarding, loading or utilization of timber, logs or wood fiber in the forest, or used or held for use in reforestation, forest vegetation restoration, site preparation, vegetation control, stand and tree improvement or thinning. Equipment that is specifically designed for activities related to water quality or fish and wildlife habitat protection in the forest; or consisting of excavators used or held for use in logging road construction, maintenance, reconstruction or improvements, including the closing or obliterating of existing forest roads (ORS 307.827).

What happens if I falsify the information on the return?

Any person who furnishes false information is subject to criminal penalties [ORS 305.815 and 305.990(4)].

What happens after the return is filed with the county?

Your return will remain confidential at all times. In some cases, an appraiser may inspect your property. On or before October 25, the tax collector shall deliver or mail a tax statement showing the value of your personal property and the tax due (ORS 311.250).

When do the taxes become my responsibility?

On July 1, personal property taxes become a lien against the assessed property and any taxable property owned by or in possession of the person in whose name the property is assessed.

Keep a copy of the return and instructions for your records.

This return is subject to audit.

Filing deadline is March 15, 2024.

For example:

General office supplies: Copy paper, envelopes, pens, stationery, etc.

Maintenance supplies: Cleaning supplies, axle grease, etc.

Operating supplies: Straws, paper cups, sacks, gasoline, diesel, etc.

Spare parts: Repair parts, computer parts, automotive parts, etc.

Other noninventory supplies: Items not covered by the other categories.

Schedule 3—Floating structures [ORS 307.190(2)(c)]

- Report residential floating homes as defined in ORS 308.290* as amended by Senate Bill 198 Oregon Legislature 2023 if, as of the assessment date of the current assessment year, it is new property or, new improvements have been added to the property tax account since the assessment date of the proceeding assessment year. See ORS 308.149 for definitions.
- Report commercial floating structures as described in 308.290* as amended by Senate Bill 198 Oregon Legislature 2023.
- Report docks and boat houses.
- **Don't** include personal licensed boats used only for personal use.

All other vessels

Report houseboats (self-propelled) used in rental businesses and other required floating vessels.

Schedule 4—Libraries

Report all professional libraries in this schedule format. All items should be listed on a separate page. Libraries include, but are not limited to, those held by accountants, architects, attorneys, consultants, doctors, health science professionals, other science professionals, surveyors, and title companies. Electronic, mechanical, and other technical professionals should also use this schedule.

1. Enter type of library media (books, electronic media, compact discs, tapes, videos, etc. If "None," explain).
2. Enter the title of the reported book or set.
- 3/4. If the item reported is a multiple volume set, check the yes or no column to indicate if the set is complete or not.
5. Enter the number of volumes. If a set, enter the number you have, not the number in the original set.
6. Enter cost when purchased.
7. Enter the best estimate of the real market value for each item as of January 1. Reporters of law books report the value shown on the schedule published by the Oregon Department of Revenue in cooperation with the Oregon State Bar Association.
8. Leave blank.

Do not report leased equipment on Schedules 5A or 5B.

Schedule 5A—All other taxable personal property

Include all items not reported on schedules 1, 2, 3, or 4. Report any added or deleted items.

1. Enter property item by description acquisition date.
2. Identify by manufacturer, serial number, model, size/capacity.
3. Declare if purchased new or used.
4. Enter year of manufacture (for heavy logging and construction equipment, enter serial number in column 2 if year of manufacture is unavailable. For other equipment, enter best estimate of manufacture date.).
5. Enter month and year you purchased item.
6. Enter number of items of same description (model, size, age).
7. Enter your cost (each, total).
8. Enter your best estimate of the real market value total as of January 1.
9. Leave blank.

Schedule 5B—Small hand tools

Report all small hand tools and non power tools not reported elsewhere. Enter your best estimate of real market value total as of January 1.

Attachments. Check the box indicated in each applicable schedule if attachments are included. **Values reported on this return are not binding on the assessor.**

Examples of taxable personal property to be reported on this return (this isn't a complete list)

A/V equipment	Foster home furniture and supplies	Radio and TV broadcast	Video recording equipment
Air conditioners	Freezers	Radio and TV repair equipment	Video tape/DVD rental equipment
Aircraft equipment	Frozen food cases	Recording studio equipment	Video tapes (movies) and cases
Alarm systems	Golf carts and course equipment	Refrigerated cases	Walk-in coolers
Amusement devices	Grocery equipment	Rental equipment	Warehouse equipment
Appliances—free standing	Grocery store fixtures	Restaurant equipment	Washers
Art work	Handpieces (dental)	Retail store fixtures	Winery equipment
ATM machines—portable	Heavy equipment	Road construction equipment	Woodworking equipment
Auto diagnostic electric	Hospital equipment	Safe deposit boxes	Workbenches
Auto repair equipment	Hotel furniture/fixtures	Safes	X-ray equipment
Backbars	Ice cream machines	Satellite dish relays	
Bakery equipment	Ice making machines	Saw mills—portable	
Barber shop equipment	Juke boxes	Scanners	
Battery chargers	Landscaping equipment	Scientific equipment	
Beauty shop equipment	Laser equipment	Service station equipment	
Bowling equipment	Lathes	Sewing/apparel equipment	
Bulk plant equipment	Leasehold improvements	Shake mills—portable	
Butcher shop equipment	Libraries	Sheet metal fabrication	
Cabinet shop equipment	Lift trucks	Shelving	
Cable TV systems	Linens	Shingle mills—portable	
CAD/CAM equipment	Lottery video terminals	Signs	
Calculators	Machine shop equipment	Small hand tools—	
Cameras	Manufacturing—general	Barber and beauty	
Cameras-digital-DVD-Video	Meat processing equipment	Carpentry	
Car wash equipment	Medical-high tech equipment	Construction	
Cash register	Medical-lab equipment	Landscape	
Cellular phones	Medical-office equipment	Logging	
Chain saws	Medical-surgical equipment	Mechanics	
Chairs	Medical equipment-major	Medical	
Child care furniture	Mining equipment	Radio and TV shop	
Coin counters	Mobile radio/phones	Soft drink equipment	
Coin-op laundry equipment	Mobile yard equipment	Sound equipment	
Computers	Modular offices	Steam cleaners	
Concession equipment	Molds	Survey equipment	
Construction tools	Motel furniture/fixtures	Tanning equipment	
Copiers	Movie production equipment	Tavern equipment	
Costume/tuxedo rentals	Musical instrument rentals	Telephone systems	
Decor	Newspaper equipment	Testing equipment	
Dental equipment	Nursing home equipment	Theatre/projection	
Desks	Office fixtures	Tire recapping equipment	
Dictation equipment	Office furniture	Tool boxes	
Dies	Office machines	Touchscreen soft drink machines	
Display racks	Optical equipment	Tractors	
Dry cleaning equipment	Pagers	TV sets	
Dryers	Pallet jacks	Typewriters	
DVD players	Pallets/bins/crates	Unlicensed vehicles	
DVDs (movies)	Pay phones	Utility trailers—unlicensed	
Electronic mfg. equipment	Photographic equipment	VCRs	
Fiberglass/boat molds	Pinball machines	Vending carts	
Filing cabinets	Pool tables	Vending machines	
Fish processing equipment	Popcorn machines	Ventilating fans	
Fitness equipment	Printing equipment	Video/DVD game rental equipment	
	Professional equipment	Video games	

Fixed load and mobile equipment (ORS 801.285)

Air compressors and drills
Asphalt/rock crushing plants
Asphalt spreaders
Backhoes
Bituminous mixer
Bituminous plants
Bituminous spreaders
Bucket loaders
Catering/vendor trucks/wagons
Concrete mixers
Concrete batch plants
Cranes
Crawlers
Ditchers
Earthmoving equipment
Electric generators
Excavators
Fork lifts
Front end loaders
High lifts
Levelling graders
Lighting plants
Motor graders
Paving equipment
Portable storage bins
Portable storage tanks
Power plants
Rotary screens
Sand classifiers
Scrap metal balers
Scrapers
Skidders
Tractors
Welding equipment
Yarders

Filing deadline for this return is March 15, 2024