



**GUILFORD COUNTY**  
**Personal Property Listing**  
**INSTRUCTIONS**

**To Avoid Penalty, Return Signed Complete Listing by January 31<sup>st</sup>**

<b>A</b>	<b>Ownership Information</b>	Please provide all requested information and provide corrections if necessary. All ownership information on this form is as of January 1 <sup>st</sup> of the tax year. Please review and update additional information requested in this section.
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<b>B</b>	<b>Physical Location</b>	Enter physical location (not a PO Box) of listed property as of January 1 <sup>st</sup> of the tax year indicated on the top of the form. If you own multiple properties at different locations, a separate listing form must be completed for each location. Contact our office for additional property listing forms. If you own a watercraft registered in Guilford County, it may have been prelisted based on information received from the NC Wildlife Resources Commissions.
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<b>C</b>	<b>Listed Personal Property</b>	<p><b><u>Deletions</u></b>-Draw one line through any property you did not own on January 1<sup>st</sup> of the tax year indicated on the top of the form, and provide proof.</p> <p><b><u>Corrections</u></b>-Make any changes in section C and provide proof if applicable.</p>
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<b>D</b>	<b>Personal Property</b>	<p><b>Enter Items owned as of January 1<sup>st</sup> of the tax year indicated on the top of the form.</b></p> <p><b>List all boats, boat motors, manufactured homes, aircraft, trailers with multi-year tags, unlicensed vehicles, and farm equipment owned by you on January 1<sup>st</sup>.</b></p> <p><b>Please provide complete descriptions of all property. You may also attach detailed information about the property if it does not fit in the space provided.</b></p> <p><b><u>Licensed Vehicles</u></b>- Do not list vehicles currently licensed by the North Carolina Department of Motor Vehicles.</p> <p><b>Multi-year tagged trailers <u>MUST</u> be listed.</b></p> <p><b><u>Unlicensed Vehicles</u></b>- Vehicles not currently licensed by the NCDOT Division of Motor Vehicles <b>must</b> be listed. Vehicles include cars, trucks, trailers, motorcycles, and motor homes. If your vehicle is damaged or claimed as a total loss, submit any information as to its condition as of January 1<sup>st</sup>.</p> <p><b><u>Watercraft (Boats and Boat Motors)</u></b>- Watercraft ownership is determined by information received from the NC Wildlife Resources Commission, marinas, as well as boats properly listed by owner as of January 1. Please provide as much information as possible to ensure the property can be valued accurately. Please contact the Assessor's office for any clarification.</p> <p><b><u>Farm Equipment</u></b> – List farm equipment you owned on January 1 if you are farming to produce income. If there is not enough room on this form for all your equipment, call (336) 641-3345 to obtain a different form.</p> <p><b><u>Business Personal Property</u></b> – If you own and operate a business in Guilford County you must complete a Business Personal Property Listing Form. Please contact (336) 641-3345 to obtain a business listing form.</p>
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<b>F</b>	<b>Affirmation</b>	<p>Signature must be that of the owner, partner or principal officer or individual having power of attorney. Social security numbers are not required. If provided these numbers will assist in the administration of the property tax. The authority to request these numbers is found in 42 USC 405(c)(2)(i) &amp; N.C.G.S. 105-296(a).</p> <p>Listings may be subject to audit review, for compliance and accuracy of returns. Any individual who willfully makes and subscribes an abstract (listing) required by this Subchapter (of the Revenue Laws) which he does not believe to be true and correct as to every material matter shall be guilty of a Class 2 misdemeanor. (Punishable by a fine not to exceed \$1,000 and/or imprisonment up to 60 days.)</p>
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