

WHO HAS TO LIST PROPERTY?

All owners of property subject to ad valorem taxation must list their property annually.

WHAT DO I LIST?

Property owners are responsible for listing two types of property:

Personal Property: Property that is not permanently affixed to real property. Items to be listed by **residential property owners** include unlicensed motor vehicles, motor vehicles licensed in another state, jet skis, mobile homes, boats, boat motors and aircraft. **Businesses** must list all property used in connection with the production of income which has not been classified as real property or inventory.

Real Property: Land and buildings, structures, improvements, and permanent fixtures. Taxable real property shall be listed in the name of the January 1st owner, and it is the owner's duty to list it. In Guilford County, the County Commissioners have adopted a permanent listing system under which *all real property* is listed automatically for taxpayers when a deed is recorded in the Register of Deeds office. **However, any improvements or changes made to buildings on your property must be reported during the listing period. Kitchen and bath renovations, garage and room additions, and new outbuildings are examples of items that need to be listed.**

WHEN DO I LIST?

The period during which property is listed for taxation each year begins on the first business day of the month of January and continues through the month of January, ending January 31st, 2023. All property is to be listed in the name of the owner as of January 1st.

Individual extensions of time to list business personal property may be granted upon written request. An extension request must be filed in writing no later than the last day of the regular listing period, January 31st, 2023 and extensions cannot be granted beyond April 15th, 2024 for paper filing and May 15th, 2023 for electronic filing. ***Failure to list personal property within the regular listing period will result in a penalty of ten (10%) percent.***



WHERE DO I LIST?

During the 1st week of January, the Guilford County Tax Department mails listing forms to residential property owners and businesses who are believed to own taxable personal property in the county. If a person does not receive a listing form and has personal property subject to taxation, he or she should request one from our department. Upon receiving the form, the citizen should complete all sections and return the form during the month of January.

If you wish to obtain assistance in completing listing forms, we have two convenient locations at which you may receive guidance. You may telephone or visit either of the following offices:

The Independence Center

400 West Market St
Greensboro, NC 27402

Individual—336-641-3320 Business—336-641-3345
Real Property—336-641-4814

High Point Guilford County Building

325 East Russell Avenue
High Point, NC 27260
336-641-7911

AUTHORITY TO REVIEW LISTING

After a listing of property has been carefully reviewed, the assessor may require any person operating a business enterprise in the county to submit a detailed inventory, statement of assets and liabilities, or other information pertinent to the discovery or appraisal of property taxable in the county. This review is performed to ensure that all taxable assets have been properly listed.

WHAT IF I FAIL TO LIST?

It is the duty of the assessor of Guilford County to ensure that all property subject to taxation is listed. When unlisted property is discovered, the assessor is required to list it for the current year and for previous years in which the property was unlisted. A penalty of 10% shall be added to the bill for every year that the property was unlisted.

HOW MUCH TAX WILL I PAY?

Amounts of tax are determined by two factors:

1. the **value** of the property; and
2. the **tax rate** for a particular jurisdiction

Value - North Carolina law requires that all property, real and personal, be appraised or valued at its market value (i.e., the price estimated in terms of money for which the property would change hands between a willing and financially able buyer and a willing seller, neither being under any compulsion to buy or to sell and both having reasonable knowledge of all the uses to which the property is adapted and for which it is capable of being used).

Tax Rate - If property is located in more than one jurisdiction, there **may be**—in addition to Guilford County tax—a fire tax, or city tax on the property within those districts.

Amounts of tax are determined by the following calculations:

Value x county rate = county tax.

Value x municipal rate = municipal tax.

Value x fire district rate = fire district tax.

HOW WILL I BE BILLED?

Several months are required for our office to process all listings received in January. After this process has been completed and an annual tax rate established, tax bills are mailed during the month of July.

WHEN DOES MY BILL BECOME DUE?

Tax bills mailed in July become due on September 1st. A discount of .5% is offered if a bill is paid prior to August 31st.

WHAT IF I AM BILLED INCORRECTLY?

Contact the Tax Department immediately to notify us of any billing discrepancy.

HOW DO I APPEAL?

The value of your **personal property must be appealed within 30 days** of the date of the July tax bill, and the burden of proof rests upon the taxpayer. **The value of real property must be appealed by May 15th.**

WHAT IF I DO NOT PAY ON TIME?

If taxes that became due on September 1st remain unpaid by January 6th of the following year, the Tax Department will act to collect the taxes. These remedies include **but are not limited to:** garnishment of employee's wages, attachment of bank accounts, or foreclosure proceedings against real property.

Please contact our department immediately to make payment arrangements if you

are experiencing difficulty in paying your taxes on time. The Collections Division may be reached by telephone at (336) 641-3363.

WANT TO SAVE MONEY ON YOUR TAXES?

If you qualify for a Homestead Exclusion, either \$25,000 or 50% of the **appraised value** of your residence (whichever is greater) will be exempt from property taxation.

The following requirements for this program apply:

- ❶ You must be a resident of North Carolina;
- ❷ You must own and occupy your residence;
- ❸ You must be age 65 on January 1st or older or totally and permanently disabled;
- ❹ Your annual income cannot exceed \$36,700. For married applicants, the income of both spouses must be combined, whether or not the property is in both names.

If you meet each of the above requirements, please request an application for the Homestead Exclusion from our department.

If you are currently receiving this exclusion you do not need to reapply.

December 2023

LISTING YOUR PROPERTY

What is Required

Of

Every Property Owner



Guilford County Tax Department

PO Box 3138

Greensboro, NC 27402

Email: taxdir@guilfordcountync.gov

Visit us at:

www.guilfordcountync.gov

