

El Paso County Assessor  
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File Declaration Schedules Online at:  
[assessor.elpasoco.com/personal-property-declaration-schedules/](http://assessor.elpasoco.com/personal-property-declaration-schedules/)

**DUE DATE: APRIL 15**

<b>FOR ASSESSOR USE ONLY: RECEIVED DATE:</b>

**THIS SCHEDULE MUST BE FILED EVERY YEAR  
REGARDLESS IF ANY ADDITIONS OR DELETIONS WERE MADE**

**PERSONAL PROPERTY**

**IMPORTANT DOCUMENT - PLEASE READ**

**CONTENTS**

- DS 060 - LESSOR PERSONAL PROPERTY DECLARATION SCHEDULE**  
(Use for Leased, Loaned, or Rented Property, or for Property you manufacture for Lease)
- DS 060A - INSTRUCTIONS**

## STATE OF COLORADO GENERAL INFORMATION

*(Declaration Schedules and Attachments are Confidential and Private Documents by Law)*

For these instructions, please refer to the following statutes: § 39-3-102, 39-3-118.5, 39-3-119.5, 39-5-104.5, 39-5-104.7, 39-5-107, 39-5-108, 39-5-108.5, 39-5-110, 39-5-113 through 117, 39-5-120, and 39-21-113(7), C.R.S.

**Please file your returns in an Excel Spreadsheet and email to [asrleasepp@elpasoco.com](mailto:asrleasepp@elpasoco.com)**  
or  
**File Online at: [assessor.elpasoco.com/personal-property-declaration-schedules/](http://assessor.elpasoco.com/personal-property-declaration-schedules/)**

**WHO FILES A DECLARATION SCHEDULE?** The owner (legal titleholder) of taxable personal property as of January 1 must file a declaration schedule if the total actual value (market value) of all the personal property to be listed on this schedule is greater than \$52,000 per county. All personal property such as a business/organization's: ■ Equipment ■ Security Devices ■ Machinery ■ Household Furnishings ■ Personal Effects, not otherwise exempt by law, must be listed on this schedule.

**IS YOUR BUSINESS NEW? ARE YOU A NEW OWNER?** If you answer "yes" to either question, or you have never filed with the County Assessor and the total actual value (market value) of all your personal property per county is greater than \$52,000, you are required to provide a complete detailed listing of all machinery, equipment, and other personal property. Please include: ■ Item ID Number ■ Property Description ■ Model Number ■ Year Acquired ■ Original Installed Cost to You. **If you are a first-time filer or are unsure as to whether the total actual value of your personal property per county exceeds \$52,000, please contact the County Assessor.**

**PRORATION OF PERSONAL PROPERTY VALUE IS GENERALLY NOT ALLOWED.**

As of January 1, 1996, the only proration of personal property value allowed is for Works of Art loaned to and used for charitable purposes by an exempt organization. If other taxable personal property was located in Colorado on the assessment date, it is taxable for the entire assessment year, providing that, if it was newly acquired, it was put into use as of the assessment date (January 1). If it was not located in the State on the assessment date, or if it was newly acquired, but was not put into use as of the assessment date, it cannot be taxed until the next assessment year. Except for works of art, personal property that is exempt on the assessment date retains its exempt status for the entire assessment year. These requirements do not affect the proration of real property.

**WHEN DO YOU FILE?** This form must be received by the County Assessor by the April 15 deadline EVERY YEAR.

**HOW DO YOU FILE FOR AN EXTENSION?** You may extend the deadline if, prior to April 15, the Assessor receives your written request AND \$20 for a 10-day extension, or \$40 for a 20-day extension. This extension applies to all personal property schedules (single or multiple) which a person is required to file in the county.

**WHAT HAPPENS IF YOU FAIL TO FILE?** The late filing penalty is \$50 or 15% of the taxes due, whichever is less. If you fail to file a schedule, the Assessor shall determine a valuation based upon the BEST INFORMATION AVAILABLE and shall add a penalty of up to 25% of assessed value for any omitted property discovered and valued later.

**NOTE: Failure to properly file a declaration schedule may prevent you from receiving an abatement per Colorado case law. Property Tax Adm'r v. Production Geophysical, 860 P.2d 514 (Colo. 1993)**

**WHY IS THE DECLARATION FORM IMPORTANT?** Assessors use this information to help calculate the property's actual value. This value is based on the property's use and condition as of January 1 of each assessment year.

**WHAT HAPPENS AFTER YOU SUBMIT THIS FORM?**

- The Assessor may request more information or conduct a physical inventory of your personal property at your business location.
- Notices of Valuation are mailed on June 15 to the address listed on this schedule.

### INSTRUCTIONS FOR COMPLETING THE PERSONAL PROPERTY DECLARATION SCHEDULE DS 060

- A. **NAME AND ADDRESS:** Write any corrections to the preprinted name/address information under Change of Name or Address. If you are not the current business owner, please list the name and address of the new owner in the appropriate box. Also, list the date that the property was sold to the new owner.  
**BUSINESS NAME AND PHYSICAL LOCATION:** If not preprinted, provide the: ■ Actual Physical Location of the Personal Property ■ Change in Physical Location, If Applicable ■ Additional Property Location Changes, If Applicable ■ List of Locations Where Other Personal Property Is Owned.
- B. **BUSINESS:** Complete this section by providing your business start-up date and your primary product or service that you provide.
- C. **BUSINESS STATUS:** Check the appropriate boxes for your business status and indicate the date of any change in the property's location from the prior year. If you are a first-time filer or are unsure as to whether the total actual value of your personal property per county exceeds \$52,000, please contact the County Assessor. **The Assessor may select your business for an audit regardless of whether you file a declaration schedule.**
- D. **LEASED, LOANED, OR RENTED PROPERTY:** Answer questions concerning manufactured property by checking the appropriate box. If you are a manufacturer, please complete this section and also read Section F on the reverse side of this form. Do not list licensed vehicles, mobile equipment with SMM license plates, rental decals, or Z-tabs. All other personal property leased, rented, or loaned by you must be listed on this form. Property rented 30 days at a time or less, returned by the renter at his option and where the sales or use tax is actually collected before finally being sold is considered to be exempt merchandise inventory; it should NOT be reported. Leased, loaned, or rented property must be identified as follows: ■ Name and Address of the User ■ Property Description Including Model and Serial Number ■ Lease Term (From-To) ■ Actual Monthly Rent ■ Year Acquired ■ Sales Price or Original Installed Cost ■ The Month and Year Each Item was First Placed into Service or is Scheduled to be Placed into Service. **Sales Price or Original Installed Cost** is defined as the amount that was paid for the personal property when new, inclusive of ■ Sales/Use Tax ■ Freight and ■ Installation Charges. If the item was purchased used, include its Cost to You along with Sales/Use Tax, Freight, and Installation Charges. The data above must be furnished for each item of personal property being leased, loaned, or rented. If purchase or maintenance options are included in the leases, check this box and provide details on a separate sheet(s), if necessary. If refurbishments, upgrades, or other changes to existing equipment have been made, check this box and provide details on a separate sheet(s), if necessary.  
  
**"CONSUMABLE" PERSONAL PROPERTY EXEMPT FROM TAXATION:** Pursuant to § 39-3 -119, C.R.S., personal property classified as "consumable" as defined in ARL Volume 5, Chapter 7, is exempt from taxation and should **NOT** be listed on this declaration. "Consumable" personal property is defined as any asset having a life of one (1) year or less regardless of cost, and any asset with a life longer than one year that has a reasonable original installed cost or market value in use of \$350 or less at the time of acquisition. The \$350 limitation applies to personal property that is completely assembled and ready to perform the end user's intended purpose(s) and its acquisition costs includes all installation costs, sales/use taxes, and freight expenses.
- E. **DISPOSITION OF PROPERTY FOR CONTRACTS TERMINATED DURING PREVIOUS YEAR:** Complete this section by providing information on the location of property for which leases were terminated in the previous year. You may use the form provided or attach a complete listing. This information **MUST BE REPORTED.**
- F. **MANUFACTURER/LESSORS:** Please read the statements included in this section. Items that were leased during the previous calendar year, but have been returned to the manufacturer for scrapping, substantial reconditioning, renovating, or remanufacturing must be reported to the Assessor for the assessment year following the year in which the items were put back into service.
- G. **LESSORS OF MOTOR VEHICLES OR MOBILE MACHINERY OR EQUIPMENT:** If you are a lessor of motor vehicles or mobile machinery or equipment, please provide a list of the items here. Check the box(es) if the listed mobile equipment is licensed or Z-tabbed. Attach a separate list if necessary.
- H. **RENEWABLE ENERGY PERSONAL PROPERTY:** Check the appropriate boxes regarding renewable energy property at this location, if the Renewable Property is Owned by you, Renewable Property Form DS058 is required to be filed with the Assessor.
- I. **ANSWER ALL OF THE QUESTIONS AND PROVIDE SEPARATE LISTING IF APPLICABLE.**
- J. **DECLARATION AND SIGNATURE:** Print name of owner, name of person signing, phone number, and e-mail address. Then sign, date, and return this form to the Assessor by **April 15** § 39-5-107 C.R.S. Print the personal property owner's Federal Employer Identification Number (FEIN) or Social Security Number (SSN).