

2010  
**Leased / Distributed / Rented**  
**PERSONAL PROPERTY LISTING**

<b>For Assessor Use Only:</b>	
<b>Personal Property ID Number:</b> _____	
<b>Tax Code Area:</b> _____	
<b>Situs:</b> _____	
_____	

**CLARK COUNTY ASSESSMENT & GIS**  
**Linda Franklin, Assessor**  
**Megan Hodgson**  
 Personal Property Section  
 PO Box 5000  
 Vancouver, WA 98666-5000  
 Direct Phone: (360) 397-2092 ext. 4637  
 Fax: (360) 759-5528  
 e-mail: Megan.Hodgson@clark.wa.gov

\*  **Email Asset Listing**

Please submit an asset detail list of all property you lease, distribute, or rent to any individual, business, corporation, or association within Clark County as of January 1, 2010. The listing should include the following information, but may be in a format you typically use for other jurisdictions:

\* **If you have 50 or more asset detail line items, please follow the attached instructions for filing electronically.**

LESSEE INFORMATION		
NAME / PHONE / ADDRESS	LEASE NUMBER	ASSET DESCRIPTION

LEASE DATES				TYPE OF LEASE: True Lease or Conditional Sales Lease	DISPOSITION OF ASSET
ORIGINAL COST	YEAR ACQUIRED	FROM	TO		

(Attach additional sheets if needed.)

Please complete and return this asset detail listing by April 30, 2010, to avoid a penalty. The assessed value from this listing will be the basis for the 2011 personal property tax.

RCW 84.40.190 - Statement of Personal Property	
Every person required by this title to list property shall make out and deliver to the assessor, or to the department as required by RCW 84.40.020, either in person, by mail, or by electronic transmittal if available, a statement of all the personal property in his or her possession or under his or her control, and which, by the provisions of this title, he or she is required to list for taxation, either as owner or holder thereof. When any list, schedule, or statement is made, the principal required to make out and deliver the same shall be responsible for the contents and the filing thereof and shall be liable for the penalties imposed pursuant to RCW 84.40.130.	
<b>Name of Owner, Partner, Officer, or Legal Agent:</b> _____ <div style="text-align: right; margin-right: 100px;">(Please Print)</div>	_____ <div style="text-align: right;">(Date)</div>
Title: _____ <div style="text-align: right; margin-right: 100px;">(Please Print)</div>	
Preparer's Name: _____ <div style="text-align: right; margin-right: 100px;">(Please Print)</div>	
Preparer's Telephone Number: (        ) _____	Preparer's E-Mail Address: _____
Preparer's Fax Number: (        ) _____	

For your information, the State of Washington Department of Revenue Valuation Guidelines, which are used to determine assessed value, are located at [www.dor.wa.gov](http://www.dor.wa.gov). Click on the "Get a Form or Publication" heading; Click on "Publications by Subject"; Click on "Property Tax"; Click on "Personal Property Tax Valuation Guidelines"; Click on the year. The guidelines are available in either MS Word or PDF format.

To expedite processing of your listing, please use the following:

## Electronic Filing Option

Please use the following procedures for filing asset listings containing 50 or more line items:

In an effort to provide a more cost-effective processing of asset information and provide you better customer service, we are accepting electronic filing of the **asset listing** through email attachment.

- Send an email with attached asset listing and “Statement of Personal Property” section (in the following format) to Megan Hodgson at: [Megan.Hodgson@clark.wa.gov](mailto:Megan.Hodgson@clark.wa.gov)
- Upon receipt of both your emailed asset listing and “Statement of Personal Property,” the Personal Property section will respond, notifying you of successful electronic delivery of the attachment and the statement.
- Your personal property listing will be ready for processing.
- Keep a copy of all email correspondence for your records.

The **asset listing** attachment must be in one of the following formats:

- **.txt**        **Text** Document
- **.xls**        Microsoft Excel **Spreadsheet**
- **.doc**        Microsoft Word **Table**

At a minimum, the **asset listing** must include the following information in a table (columnar) format:\*

Name	Location	Identifier	Description	Year	Cost	Type	Start	End	Disposition

\*A sample template will be provided upon request.

Name	=	Lessee Name
Location	=	Asset Location - street address and city, state, zip (PO Box or PMB addresses will not be accepted)
Identifier	=	Lease Account Number or other "Identifier"
Description	=	Asset Description
Year	=	Year Acquired by Lessor
Cost	=	Original Cost
Type	=	Type of Lease
Start	=	Lease Start Date
End	=	Lease End Date
Disposition	=	Describe what happened to asset. Examples: Asset sold to Lessee, asset returned to Lessor, etc.

Comments or questions should be directed to Megan Hodgson by phone (360) 397-2092 ext. 4637, fax (360) 759-5528, or [Megan.Hodgson@clark.wa.gov](mailto:Megan.Hodgson@clark.wa.gov).