



**OFFICE OF THE SANTA FE  
COUNTY ASSESSOR**  
240 GRANT AVE.  
PO BOX 126  
SANTA FE, NM 87504-0126  
[www.santafecountynm.gov/assessor](http://www.santafecountynm.gov/assessor)

**ISAIAH F. ROMERO**  
COUNTY ASSESSOR

**IVAN BARRY**  
CHIEF DEPUTY ASSESSOR

## **NOTICE OF BUSINESS PERSONAL PROPERTY RENDITION**

December 1, 2025

Dear Business Owner,

Please find enclosed Business Personal Property rendition information for the 2026 tax year. Every business owner must complete a Business Personal Property rendition each year. The rendition must include additions of reportable personal property. If you are a new account, please contact us via email, and we will provide you with all the necessary information to set up your account. An annual rendition must be submitted to the Assessor, even if the business entity has not made any changes reportable for federal income tax purposes. When rendering your items, please note that the new submission will replace any previously provided information on your account. No additional documentation is required for disposals. If a business has closed, it must report the cancellation of its personal property tax account to the Assessor.

All personal property (e.g. furniture, fixtures, computers, and equipment) owned and used by your business is subject to valuation for property taxation purposes pursuant to the New Mexico Property Tax Code Section 7-36-33 NMSA 1978 and regulation NMAC 3.5.6.40.

**IMPORTANT CHANGE:** In an effort to be efficient, we are requesting that all submissions are sent through our online CRM Portal. Please follow the step-by-step instructions enclosed. In addition, you can visit our website for more information, instructions, and live chat support at: [www.santafecountynm.gov/assessor](http://www.santafecountynm.gov/assessor). **The deadline for all completed submissions is Saturday, February 28, 2026.** All mail-in renditions must be postmarked by this date. All online renditions must be submitted by 11:59:59 pm Mountain Standard Time on the day of the deadline. Any renditions that are received after the deadline may incur penalty and interest charges.

Personal property reportable to the Assessor is defined by Section 7-36-8B (7) to be tangible property:

- a) that is used, produced, manufactured, held for sale, leased or maintained by a person for purposes of the persons profession, business, or occupation; and
- b) for which the owner has claimed a deduction for depreciation for federal income tax purposes during any federal income taxable year occurring in whole or in part during the twelve months

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immediately preceding the first day of the property tax year.

Excluded from this definition are inventory held for resale, licensed vehicles, leasehold improvements, and supplies.

For a submitted rendition to be considered complete and timely, please adhere to the following:

1. The entire rendition must be completed, including boxes 2 & 3 (if applicable).
2. We are requesting that the asset listings be reported using the itemized rendition report (located on the CRM Portal). The use of any alternative formats may result in errors and may create processing delays.

If you have any questions or require more information, please contact our Business Personal Property Department at (505) 986-6300, (505) 995-2724, or (505) 986-6352 or email [assessor@santafecountynm.gov](mailto:assessor@santafecountynm.gov).

Thank you,

Isaiah F. Romero  
Santa Fe County Assessor



*Follow the QR code to file  
Business Personal Property Renditions:  
[www.santafecountynm.gov/assessor/forms\\_and\\_exemptions/crm\\_portal](http://www.santafecountynm.gov/assessor/forms_and_exemptions/crm_portal)*

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## **BUSINESS PERSONAL PROPERTY CRM PORTAL INSTRUCTIONS FOR NEW ACCOUNTS**

1. Follow the link below (or you can scan the QR Code on the next page) for the CRM Portal on our website:  
[https://www.santafecountynm.gov/assessor/forms\\_and\\_exemptions/crm\\_portal](https://www.santafecountynm.gov/assessor/forms_and_exemptions/crm_portal)
  - a. Or visit our website, and under the “Forms” Tab, click on “CRM Portal”
2. Create Your Account:
  - a. Create your account by clicking on “Continue to CRM Portal”
3. Once you click on “Continue to CRM Portal”, you will be directed to the “Login” screen
  - If you have your login information, fill out the email & password field and click on “Login”
  - If you do not have an account, you can click on “Create a New Account”, then fill out each required field with an asterisk (\*)
  - Once you complete every field, click on “Submit”
4. Once you click on “Submit”, you will be directed to another screen. Click on “View/Add Accounts”
5. Then click on “Add Property”
  - a. When you click on “Add Property”, you will see a list that shows your “Current Parcels as Owner”
  - b. Under the “BPP Declaration” column, Click on the word “NO”
  - c. You will also be asked to enter a Key Code (located on the top right of your BPP Declaration Letter)
    - i. Sample: **Keycode: 058DB1A74BC**
  - d. Click on “Confirm” and “Add as Owner”
6. You will be directed to the next screen to verify that the Parcel Number, Owner Name & Property Address is correct. Then click on “Start Business Personal Property Form”
7. You will be directed to the “Business Personal Property Declaration”
  - a. Business Information (complete each field noted with an asterisk (\*))

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- b. Transfer of Ownership or Business Closing (only place a checkmark if your business has recently changed ownership or closed)
  - c. Active Business No Longer Depreciating Assets (only place a checkmark if your current business is no longer depreciating assets)
  - d. Click on “Save & Continue to Itemized Report”
8. You will be directed to the “Itemized Rendition Report”
  - a. Fill out the Itemized Rendition Report with the information needed.
9. Once completed, you can click on:
  - a. “Save Changes”
  - b. “Save & Return to BPP Declaration”
  - c. “Submit Form”
10. When you click on “Submit Form”, an acknowledgement of an “Important Information” statement will appear.
11. Checkmark the “I Agree to the Above” & then Click on “Submit Form”
12. Once you click on “Submit Form”, you will receive a pop-up that states the following and then you can click on “Ok”
13. You have successfully submitted your BPP Declaration!

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## 2026 DEPRECIATION SCHEDULES

<b>Schedule 1</b> <b>6 year life</b>  Drilling & Well Service	<b>Schedule 2</b> <b>10 year life</b>  FF&E, Communications, Phone Systems, Vending Machines, Recreation Equip., Residential Furnishings, Motels, Restaurants & Bars, Farm Equip., Hand Tools, All Signs, Heavy Constr. Contractors Equip., Solar Panels	<b>Schedule 3</b> <b>6 year life</b>  Computer Equip., Typewriters, Copiers, Calculators, Fax Machines, Electronic Equip., Cell Phones, TV's	<b>Schedule 4</b> <b>3 year life</b>  Short Term Rentals, VCR's, Video Games, Software, etc.
2025 93% 2024 78% 2023 64% 2022 49% 2021 34% 2020 20% 2019 13%	2025 96% 2024 87% 2023 78% 2022 69% 2021 61% 2020 52% 2019 43% 2018 34% 2017 26% 2016 17% 2015 13%	2025 93% 2024 78% 2023 64% 2022 49% 2021 34% 2020 20% 2019 13%	2025 85% 2024 56% 2023 27% 2022 13%
<b>Schedule 5</b> <b>14 year life</b>  Manufacturing Equip. of Chemical, Rubber, Metal, Stone, Glass, Steel Mills	<b>Schedule 6</b> <b>20 year life</b>  Wood Billboards	<b>Schedule 7</b> <b>25 year life</b>  Gas & Purification Plants, Pipelines, Oil Field Compressors, Storage	<b>Schedule 8</b> <b>45 year life</b>  Metal Billboards, Bank Vaults
2025 97% 2024 91% 2023 84% 2022 78% 2021 72% 2020 66% 2019 59% 2018 53% 2017 47% 2016 41% 2015 34% 2014 28% 2013 22% 2012 16% 2011 13%	2025 98% 2024 93% 2023 89% 2022 85% 2021 80% 2020 76% 2019 72% 2018 67% 2017 63% 2016 58% 2015 54% 2014 50% 2013 45% 2012 41% 2011 37% 2010 32% 2009 28% 2008 23% 2007 19% 2006 15% 2005 13%	2025 98% 2024 95% 2023 91% 2022 88% 2021 84% 2020 81% 2019 77% 2018 74% 2017 70% 2016 67% 2015 63% 2014 60% 2013 56%                     2012 53% 2011 49% 2010 46% 2009 42% 2008 39% 2007 35% 2006 32% 2005 28% 2004 25% 2003 21% 2002 18% 2001 14% 2000 13%	2025 99% 2024 97% 2023 95% 2022 93% 2021 91% 2020 89% 2019 87% 2018 86% 2017 84% 2016 82% 2015 80% 2014 78% 2013 76% 2012 74% 2011 72% 2010 70% 2009 68% 2008 66% 2007 64% 2006 62% 2005 60% 2004 58% 2003 56%                     2002 54% 2001 53% 2000 51% 1999 49% 1998 47% 1997 45% 1996 43% 1995 41% 1994 39% 1993 37% 1992 35% 1991 33% 1990 31% 1989 29% 1988 27% 1987 25% 1986 23% 1985 21% 1984 20% 1983 18% 1982 16% 1981 14% 1980 13%