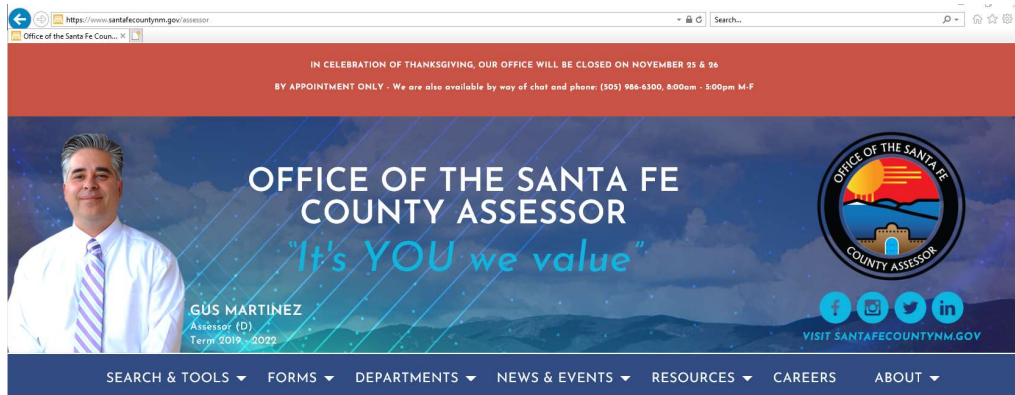


CRM Portal Instructions:

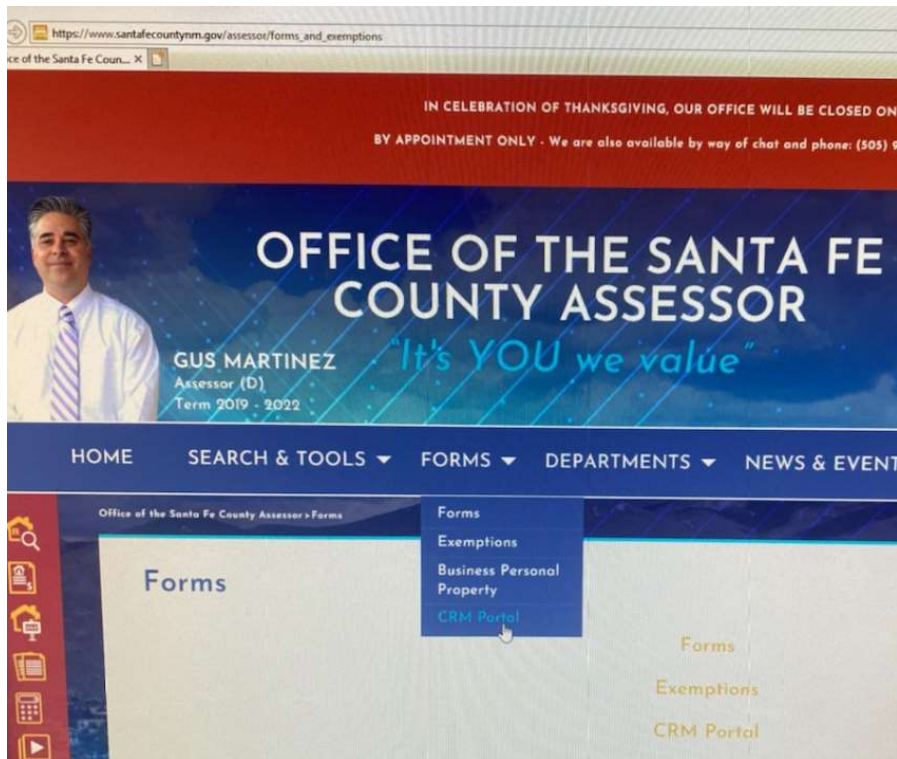
“How to File Your Business Personal Property Declarations”

1. Go to our website at:

https://www.santafecountynm.gov/assessor/forms_and_exemptions/crm_portal



2. Under the “Forms” Tab, click on “CRM Portal”



3. Create Your Account: You will be directed to the following page:
 - a. Create your account by clicking on “Continue to CRM Portal”



4. Once you click on “Continue to CRM Portal”, you will be directed to the “Login” screen below:

The screenshot shows the login page for the Santa Fe County CRM Portal. The header features a banner with a photo of Gus Martinez, Assessor (D), Term 2019 - 2022, and the text "OFFICE OF THE SANTA FE COUNTY ASSESSOR" and "It's YOU we value". The Santa Fe County Assessor logo is in the top right corner. The main content area is titled "Login" and contains a form with fields for "Email" and "Password". Below the fields is a blue "Login" button, which is highlighted with a red arrow. There are also links for "Forgot Password?" and "Create a New Account »".

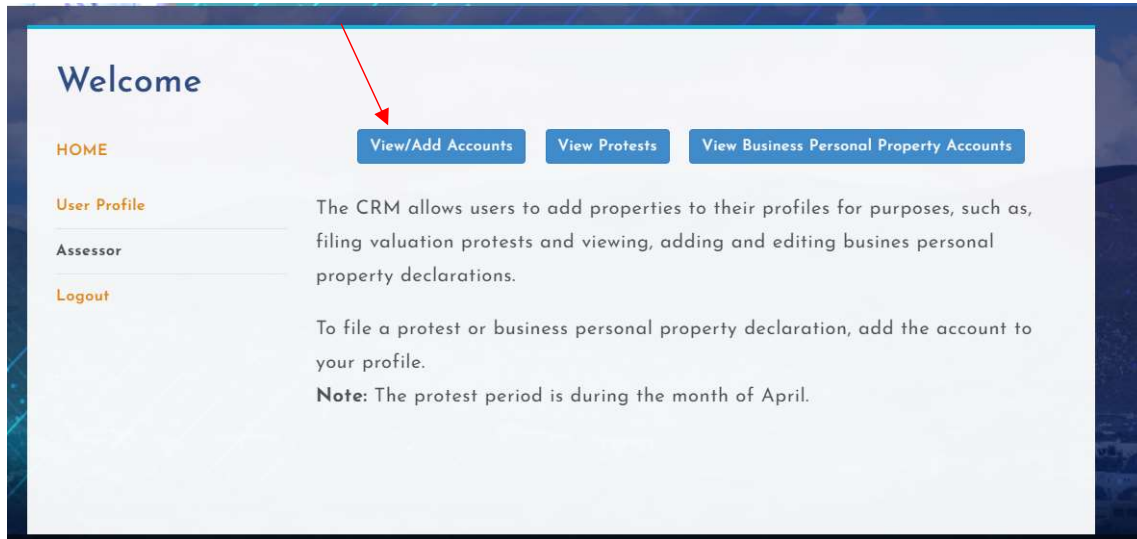
If you have your login information, fill out the email & password field and click on “Login”.

If you don't have an account, you can click on “Create a New Account”, then fill out each field with an asterisk (*) illustrated below.

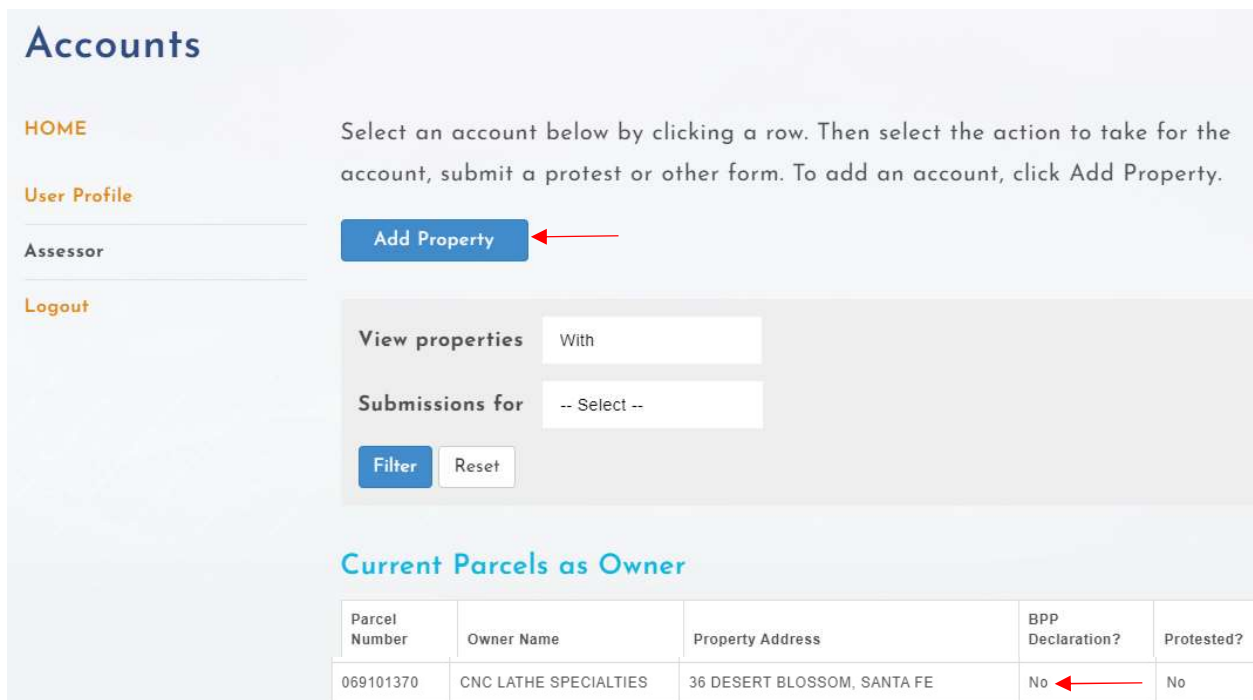
Once you complete each field, click on “Submit”

The screenshot shows the "New Account Registration" page. The header includes the URL "https://crm.santafecountynm.gov/user/register" and a search bar. The main content area is titled "New Account Registration" and contains a form with various fields. A note states: "An asterisk (*) indicates a required field." The fields include: "First Name: *", "Last Name: *", "Email: * (Note: this will be your account username)", "Re-enter Email: *", "Password: *", "Re-enter Password: *", "Mailing Address: *", "Mailing Address, line 2:", "City: *", "State: *", "Zip Code: *", "Phone: *", and "Alternative Phone:". There are also checkboxes for "Receive Notice of Values electronically for all parcels to the email address on the user account?" and "Receive email notifications for protest/appeal submission and status/actions taken?". At the bottom, there is a checkbox for "I'm not a robot" and a blue "Submit" button, which is highlighted with a red arrow.

5. Once you click on “Submit”, you will be directed to the screen below: Click on “View/Add Accounts”



6. Then click on “Add Property” illustrated below:
- When you click on “Add Property”, you will see a list that shows your “Current Parcels as Owner” (in the sample below, CNC Lathe Specialties is shown)
 - Under the “BPP Declaration” column, Click on the word “NO”
 - *You will also be asked to enter a Key Code (located on the top right of your BPP Declaration Letter)
 - Sample: **Keycode: 058DB1A747BC**
 - Click on “Confirm” and “Add as Owner”



7. You will be directed to the screen below, verify that the Parcel Number, Owner Name & Property Address is correct. Then click on “Start Business Personal Property Form”

Parcel Number: **069101370**

Owner Name: **CNC LATHE SPECIALTIES**

Property Address: **36 DESERT BLOSSOM, SANTA FE**

Start Business Personal Property Form

Cancel

8. You will be directed to the “Business Personal Property Declaration” screen below:
- Business Information (complete each field noted with an asterisk (*))
 - Transfer of Ownership or Business Closing (only place a checkmark if your business has recently changed ownership or closed.
 - Active Business No Longer Depreciating Assets (only place a checkmark if your current business is no longer depreciating assets)
 - Click on “Save & Continue to Itemized Report”

Business Personal Property Declaration

[HOME](#)

[User Profile](#)

[Assessor](#)

[Logout](#)

This form is for reporting Business Personal Property and Farm Equipment for property tax purposes. Only business assets and equipment for which an owner has claimed a deduction for depreciation for federal income tax purposes is subject to valuation. [Please read instructions »](#)

[View all BPP Declarations](#)

Location ID: **069101370**

Owner Name: **CNC LATHE SPECIALTIES**

Property Address: **36 DESERT BLOSSOM**

An asterisk (*) indicates a required field.

1 - BUSINESS INFORMATION

Name of business owner: *

Mailing Address (of business owner): *

C/O KEVIN BARROWS

City: *

SANTA FE

State: *

New Mexico

Zip Code: *

87502

☐ Checkmark if there is a change of address

Phone: *

Name of Business: *

CNC LATHE SPECIALTIES

Physical Location Address of Business: *

36 DESERT BLOSSOM

City: *

SANTA FE

State: *
New Mexico

Zip Code: *
87508

Business start date:

Business Id/ License #:

Contact Name: *

Contact Phone: *

Fax:

Type of Business: *
ie: Retail, Oil & gas, fast food, restaurant, hair salon, construction, etc.

2 - TRANSFER OF OWNERSHIP OR BUSINESS CLOSING

☐ Checkmark if the business closed or transferred ownership
If checked, an Itemized Rendition Report is not necessary.

3 - ACTIVE BUSINESS NO LONGER DEPRECIATING ASSETS

☐ Checkmark if the business no longer depreciating assets
If checked, an Itemized Rendition Report is not necessary.

Save and Continue to Itemized Report ←

9. You will be directed to the “Itemized Rendition Report” illustrated below:
- Click on “Upload Files” to upload or add assets

Itemized Rendition Report

[HOME](#)

[User Profile](#)

[Assessor](#)

[Logout](#)

[View all BPP Declarations](#)

Use this page to attach the itemized portion of your Business Personal Property Declaration. There are two ways to attach information: **Uploading Files** and **Creating Report**.

Upload Files

If the itemized portion is in the form of a PDF file or a scanned document image, we recommend using the “Upload File.” Using this option, you can attach the file directly to your Declaration, similar to attaching a file to an email.

Create Report

By default, the Create Report option will populate with the itemized rendition portion of the prior year's declaration. From there, new information can be added, or existing information can be edited or deleted.

Disclaimer: In the event that Upload Files and Create Report are used to provide information, we will base the final itemized rendition solely off of the information identified in the Uploaded Files. Uploaded Files will override any information provided by Create Reports.

Upload Files

- 6 uploads are remaining
- 25 MB maximum file size for upload

[Choose File](#) No file chosen

Create Report

Examples:

Acquisition Cost X Percent Good = Depreciated Cost (Full Value) - 250,000 X 93% = 232,500

Depreciated Cost / 3 = Taxable Value - 232,500 / 3 = 77,500

*Section 179 assets must have been acquired/purchased the prior year to the current tax year and will be assessed at 100% good. These items will not be assessed/taxed next year. They will be removed from the list.

Instructions:

- To add an item to the report, click **New**
- To update an item, click on a row, then click **Edit**
- To delete an item, click on a row, then click **Delete**

Equipment Category	Schedule #	Year of Purchase	Acquisition Cost	Percent Good	Apply Sec 179
RECREATIONAL	2	2012	\$64,415	26	<input type="checkbox"/>
RECREATIONAL	2	2010	\$77,144	13	<input type="checkbox"/>

Showing 1 to 2 of 2 entries

Save Changes

Save and Return to BPP Declaration

Submit Form

10. Once completed, you can click on:

- "Save Changes"
- "Save & Return to BPP Declaration"
- "Submit Form"

11. When you click on "Submit Form", an acknowledgement of an "Important Information" statement will appear as illustrated below.

Showing 1 to 2 of 2 entries

IMPORTANT INFORMATION

I do solemnly affirm to the best of my knowledge that the statements on this form completed and signed by me and the preceding list and description are full and correct statements of all business personal property required to be reported pursuant to Section 7-38-8 of the Property Tax Code, in this County on January 1st, and all statements required to be made under the Property Tax code, and I so affirm under penalties of perjury.

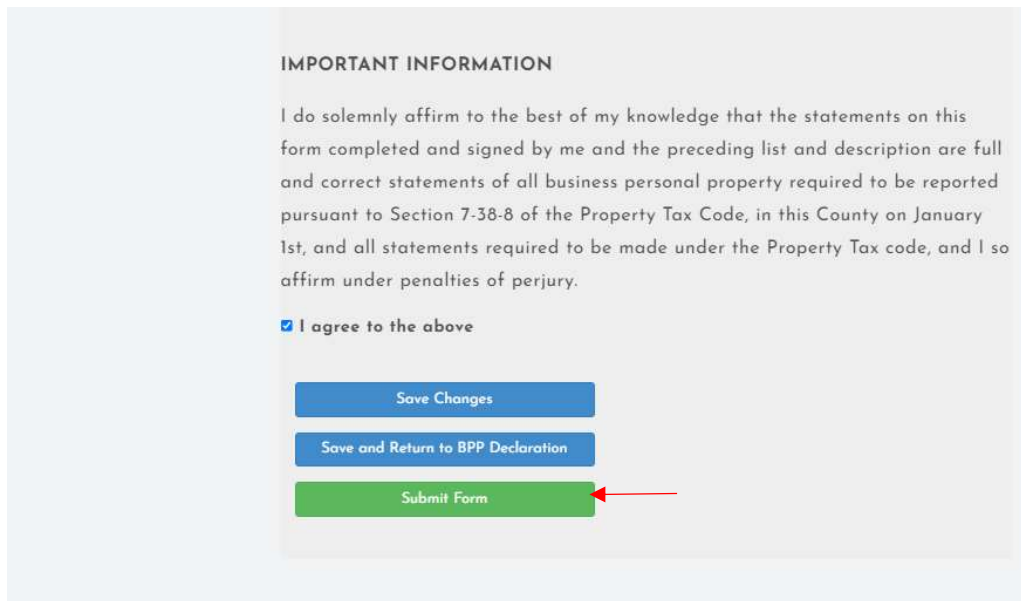
☐ I agree to the above

Save Changes

Save and Return to BPP Declaration

Submit Form

12. Checkmark the “I Agree to the Above” & then Click on “Submit Form” as illustrated below:



IMPORTANT INFORMATION

I do solemnly affirm to the best of my knowledge that the statements on this form completed and signed by me and the preceding list and description are full and correct statements of all business personal property required to be reported pursuant to Section 7-38-8 of the Property Tax Code, in this County on January 1st, and all statements required to be made under the Property Tax code, and I so affirm under penalties of perjury.

☒ I agree to the above

Save Changes

Save and Return to BPP Declaration

Submit Form

13. Once you click on “Submit Form”, you will receive a pop-up that states the following and then you can click on “Ok” (you have successfully submitted your BPP Declaration):



crm.santafecounty.org says

Your business personal property declaration has been submitted successfully.

OK

Summary for BPP Declaration

HOME

User Profile

Assessor

Logout

Location ID: 069101370

Tax Year: 2021

Business Owner: asdf

Submitted: 11/10/2021 8:59am

Submitted by: Jennifer Romero (jcromero@santafecountynm.gov)

Status: Submitted

Owner Information

asdf

100 Catron

Santa Fe, NM 87501

5059866309

Business Information

Assessor's BPP Account #: 069101370

Business ID/ License #: ajaosdfj

Business Type: sdf

Contact: Jennifer Romero

Contact Phone: 5059866309

CNC LATHE SPECIALTIES

36 DESERT BLOSSOM

SANTA FE, NM 87508

Itemized Rendition Report

Equipment Category	Schedule #	Year of Purchase	Acquisition Cost	Percent Good	Apply Sec 179	Depreciated Cost
RECREATIONAL	2	2012	\$84,415	26	No	\$18,748
RECREATIONAL	2	2010	\$77,144	13	No	\$10,029

Attachments

You have not uploaded any attachments

Print PDF

View all BPP Declarations

Parcel Number	Owner Name	Property Address	BPP Declaration?	Protested?
069101370	CNC LATHE SPECIALTIES	36 DESERT BLOSSOM, SANTA FE	Yes	No