



**Office of the Santa Fe County Assessor  
c/o Business Personal Property**

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assessor.bpp@santafecountynm.gov

**Gus Martinez**  
Santa Fe County Assessor

**Chris L. Sanchez**  
Chief Deputy Assessor

**BUSINESS PERSONAL PROPERTY DECLARATION 2021  
DUE DATE: FEBRUARY 28, 2021**

OFFICIAL MAIL DATE:

**Business Mailing Address  
Change or Correction  
(if different from above)**

Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

(If reporting for more than one school district, a separate form is required to be filled out for each)

**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 on the back of this form.**

**COMPLETE THE FOLLOWING IF APPLICABLE**

- Box 1 – Business information for active businesses- must be filled out.  
Box 2 – Transfer of ownership if business has been sold, or if business was closed.  
Box 3 – Signature of owner when assets are no longer being reported for income tax purposes.  
Box 4 – Signature required, affirming that all information listed on this form is true and correct, see back.

**SEE BACK FOR MORE INSTRUCTIONS**

**1 – BUSINESS INFORMATION**

Name of business \_\_\_\_\_ Business start date \_\_\_\_\_  
Name of business owner \_\_\_\_\_ Phone # \_\_\_\_\_  
Mailing Address (of business owner) \_\_\_\_\_ Fax \_\_\_\_\_  
Physical Location Address of Business \_\_\_\_\_ Business Id/ License # \_\_\_\_\_  
\_\_\_\_\_ Contact Person(name) \_\_\_\_\_  
Assessor's BPP Acct. # \_\_\_\_\_ Contact Person Phone # \_\_\_\_\_  
Type of Business \_\_\_\_\_  
(ie.: Retail, Oil & gas, fast food, restaurant, hair salon, construction, etc.)

**2 – TRANSFER OF OWNERSHIP OR BUSINESS CLOSING**

Name of Buyer \_\_\_\_\_ Phone # \_\_\_\_\_  
Mailing Address \_\_\_\_\_ Date of Closing or Sale (please circle which):  
City, State, Zip \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

**3 – ACTIVE BUSINESS NO LONGER DEPRECIATING ASSETS**

\_\_\_\_\_ possesses no business personal property 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 twelve months immediately preceding the first day of the property tax year (January 1).

Signature of Owner/Agent \_\_\_\_\_ Date \_\_\_\_\_

## **INSTRUCTIONS & INFORMATION**

**For assistance or questions, contact the personal property department listed on the front of this form.**

1. Assets having a deduction for depreciation and/or Section 179 expense which was reported to the IRS for the previous tax year must be reported on this form. See 7-36-8-NMSA-1993 Amended. A copy of the Federal depreciation schedule/detail (179) worksheet **MUST** be attached. (MANDATORY)
2. Depreciation used is a straight line method of calculating the depreciation allowance over the useful life of an asset. The MACRS or ACRS recovery periods cannot be used for New Mexico property tax valuation purposes.
3. 100% acquisition cost must include freight, installation, and any fees included in the purchase of an asset. Use rounded whole numbers.
4. Owners of rentals or leased housing must report appliances, drapes, furnishings, etc.
5. If leasing equipment, a separate sheet listing the equipment type, lessor's name, mailing address, and phone number must be attached.
6. Do not report vehicles or trailers licensed in the State of New Mexico with MVD.
7. **Note: Corrections submitted after the 30-day protest period as indicated on the Notice of Value will be applied to the next year. If you are not on the tax roll, you will be added to the current tax year under the omitted property statutes and will be subject to the non-rendition penalty.**

11-03-20\_v2

### **Note:**

- **This form MUST be completed in accordance with the above listed instructions and returned by the last day of February (Sec. 7-38-8). NO EXTENSIONS GRANTED. All fields must be completed.**
- **All business assets subject to valuation for property tax purposes shall be valued as of January 1 of every year.**
- **A personal property report must be made annually even if no changes have been made. Failure to report may result in a 5% non-rendition penalty.**
- **Falsification of a report may result in penalties up to 25% (Sec. 7-38-8).**
- **All returns are subject to field audits.**

### **Box 4 – AFFIRMATION (MANDATORY)**

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.

\_\_\_\_\_  
Signature of Owner/Authorized Agent

\_\_\_\_\_  
Date

## 2021 Santa Fe County Business Personal Property Itemized Rendition Report

BPP Acct. #:		Keycode:				
Name of Business:						
DO NOT USE NEGATIVE NUMBERS.USE WHOLE NUMBERS AND ROUND TO THE NEAREST WHOLE NUMBER						
EQUIPMENT CATEGORY	SCHEDULE # (FROM THE BACK OF FORM)	YEAR OF PURCHASE	ACQUISITION COST	PERCENT GOOD <small>(FROM BACK OF FORM) USE 100% IF SECTION 179</small>	APPLY SEC 179 Y/N	DEPRECIATED COST
Example: Office Furn.	2	2020	250,000	96	No	240,000
Example: Office Furn.	2	2020	250,000	100	Yes	250,000
TOTAL						

Examples: Acquisition Cost X Percent Good = Depreciated Cost (Full Value) ..... 250,000 X 96% = 240,000  
 Depreciated Cost / 3 = Taxable Value ..... 240,000 / 3 = 80,000  
 \*Section 179 assets must have been acquired/purchased the prior year (2020) to the current tax year (2021) and will be assessed at 100% good.

See back of this page for depreciation/percent good schedules. If you cannot find the appropriate schedule, please contact the Business Personal Property Department.

**For your convenience, renditions may be submitted online at  
<http://www.santafecountynm.gov/assessor>**

**PLEASE MAKE ADDITIONAL COPIES IF NEEDED TO COMPLETE YOUR ASSET LISTING.**

# 2021 DEPRECIATION SCHEDULES

Schedule 1 6 year life  Drilling & Well Service	Schedule 2 10 year life  FF&E, Communications, Phone Systems, Vending Machines, Recreation Equip., Residential Furnishings, Motels, Restaurants & Bars, Farm Equip., Hand Tools, All Signs, Heavy Constr. Contractors Equip.	Schedule 3 6 year life  Computer Equip., Typewriters, Copiers, Calculators, Fax Machines, Electronic Equip., Cells Phones, TV's	Schedule 4 3 year life  Short Term Rentals, VCR's, Video Games etc., Software
2020 93% 2019 78% 2018 64% 2017 49% 2016 34% 2015 20% 2014 13%	2020 96% 2019 87% 2018 78% 2017 69% 2016 61% 2015 52% 2014 43% 2013 34% 2012 26% 2011 17% 2010 13%	2020 93% 2019 78% 2018 64% 2017 49% 2016 34% 2015 20% 2014 13%	2020 85% 2019 56% 2018 27% 2017 13%
Schedule 5 14 year life Manufacturing Equip. of Chemical, Rubber, Metal, Stone, Glass, Steel Mills	Schedule 6 20 year life  Wood Billboards	Schedule 7 25 year life  Gas & Purification Plants, Pipelines, Oil Field Compressors, Storage	Schedule 8 45 year life  Metal Billboards, Bank Vaults
2020 97% 2019 91% 2018 84% 2017 78% 2016 72% 2015 66% 2014 59% 2013 53% 2012 47% 2011 41% 2010 34% 2009 28% 2008 22% 2007 16% 2006 13%	2020 98% 2019 93% 2018 89% 2017 85% 2016 80% 2015 76% 2014 72% 2013 67% 2012 63% 2011 58% 2010 54% 2009 50% 2008 45% 2007 41% 2006 37% 2005 32% 2004 28% 2003 23% 2002 19% 2001 15% 2000 13%	2020 98% 2019 95% 2018 91% 2017 88% 2016 84% 2015 81% 2014 77% 2013 74% 2012 70% 2011 67% 2010 63% 2009 60% 2008 56% 2007 53% 2006 49% 2005 46% 2004 42% 2003 39% 2002 35% 2001 32% 2000 28% 1999 25% 1998 21% 1997 18% 1996 14% 1995 13%	2020 99% 2019 97% 2018 95% 2017 93% 2016 91% 2015 89% 2014 87% 2013 86% 2012 84% 2011 82% 2010 80% 2009 78% 2008 76% 2007 74% 2006 72% 2005 70% 2004 68% 2003 66% 2002 64% 2001 62% 2000 60% 1999 58% 1998 56% 1997 54% 1996 53% 1995 51% 1994 49% 1993 47% 1992 45% 1991 43% 1990 41% 1989 39% 1988 37% 1987 35% 1986 33% 1985 31% 1984 29% 1983 27% 1982 25% 1981 23% 1980 21% 1979 20% 1978 18% 1977 16% 1976 14% 1975 13%