



**ISAIAH ROMERO**  
SANTA FE COUNTY ASSESSOR

**IVAN BARRY**  
CHIEF DEPUTY ASSESSOR

Account #  
Keycode #

## NOTICE OF BUSINESS PERSONAL PROPERTY RENDITION

December 1, 2023

Dear Business Owner,

Please find enclosed Business Personal Property rendition information for the 2024 tax year. Every business owner must complete a Business Personal Property rendition each year. The rendition must include additions and deletions of reportable personal property. 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. 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 Thursday, February 29, 2024.** 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

**100 CATRON ST. • P.O. BOX 126 • SANTA FE, NM 87504-0126**  
**MAIN: (505) 986-6300 • FAX: (505) 986-6316**  
**[assessor@santafecountynm.gov](mailto:assessor@santafecountynm.gov)**



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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) 995-2724, (505) 986-6313 or (505) 986-6300 or email the department at [assessor.bpp@santafecountynm.gov](mailto:assessor.bpp@santafecountynm.gov).

Thank you,

A handwritten signature in black ink, appearing to read "Isaiah F. Romero".

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**

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: 058DB1A747BC**
  - 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 (\*))
  - b. Transfer of Ownership or Business Closing (only place a checkmark if your business has recently changed ownership or closed)

**CONTINUE ON BACK >**

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- 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!

*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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**2024 DEPRECIATION SCHEDULES**

<p align="center"><b>Schedule 1 6 year life</b></p> <p align="center">Drilling &amp; Well Service</p>	<p align="center"><b>Schedule 2 10 year life</b></p> <p align="center">FF&amp;E, Communications, Phone Systems, Vending Machines, Recreation Equip., Residential Furnishings, Motels, Restaurants &amp; Bars, Farm Equip., Hand Tools, All Signs, Heavy Constr. Contractors Equip., Solar Panels</p>	<p align="center"><b>Schedule 3 6 year life</b></p> <p align="center">Computer Equip., Typewriters, Copiers, Calculators, Fax Machines, Electronic Equip., Cell Phones, TV's</p>	<p align="center"><b>Schedule 4 3 year life</b></p> <p align="center">Short Term Rentals, VCR's, Video Games, Software, etc.</p>
<p>2023 93%</p> <p>2022 78%</p> <p>2021 64%</p> <p>2020 49%</p> <p>2019 34%</p> <p>2018 20%</p> <p>2017 13%</p>	<p>2023 96%</p> <p>2022 87%</p> <p>2021 78%</p> <p>2020 69%</p> <p>2019 61%</p> <p>2018 52%</p> <p>2017 43%</p> <p>2016 34%</p> <p>2015 26%</p> <p>2014 17%</p> <p>2013 13%</p>	<p>2023 93%</p> <p>2022 78%</p> <p>2021 64%</p> <p>2020 49%</p> <p>2019 34%</p> <p>2018 20%</p> <p>2017 13%</p>	<p>2023 85%</p> <p>2022 56%</p> <p>2021 27%</p> <p>2020 13%</p>
<p align="center"><b>Schedule 5 14 year life</b></p> <p align="center">Manufacturing Equip. of Chemical, Rubber, Metal, Stone, Glass, Steel Mills</p>	<p align="center"><b>Schedule 6 20 year life</b></p> <p align="center">Wood Billboards</p>	<p align="center"><b>Schedule 7 25 year life</b></p> <p align="center">Gas &amp; Purification Plants, Pipelines, Oil Field Compressors, Storage</p>	<p align="center"><b>Schedule 8 45 year life</b></p> <p align="center">Metal Billboards, Bank Vaults</p>
<p>2023 97%</p> <p>2022 91%</p> <p>2021 84%</p> <p>2020 78%</p> <p>2019 72%</p> <p>2018 66%</p> <p>2017 59%</p> <p>2016 53%</p> <p>2015 47%</p> <p>2014 41%</p> <p>2013 34%</p> <p>2012 28%</p> <p>2011 22%</p> <p>2010 16%</p> <p>2009 13%</p>	<p>2023 98%</p> <p>2022 93%</p> <p>2021 89%</p> <p>2020 85%</p> <p>2019 80%</p> <p>2018 76%</p> <p>2017 72%</p> <p>2016 67%</p> <p>2015 63%</p> <p>2014 58%</p> <p>2013 54%</p> <p>2012 50%</p> <p>2011 45%</p> <p>2010 41%</p> <p>2009 37%</p> <p>2008 32%</p> <p>2007 28%</p> <p>2006 23%</p> <p>2005 19%</p> <p>2004 15%</p> <p>2003 13%</p>	<p>2023 98%</p> <p>2022 95%</p> <p>2021 91%</p> <p>2020 88%</p> <p>2019 84%</p> <p>2018 81%</p> <p>2017 77%</p> <p>2016 74%</p> <p>2015 70%</p> <p>2014 67%</p> <p>2013 63%</p> <p>2012 60%</p> <p>2011 56%</p> <p>2010 53%</p> <p>2009 49%</p> <p>2008 46%</p> <p>2007 42%</p> <p>2006 39%</p> <p>2005 35%</p> <p>2004 32%</p> <p>2003 28%</p> <p>2002 25%</p> <p>2001 21%</p> <p>2000 18%</p> <p>1999 14%</p> <p>1998 13%</p>	<p>2023 99%</p> <p>2022 97%</p> <p>2021 95%</p> <p>2020 93%</p> <p>2019 91%</p> <p>2018 89%</p> <p>2017 87%</p> <p>2016 86%</p> <p>2015 84%</p> <p>2014 82%</p> <p>2013 80%</p> <p>2012 78%</p> <p>2011 76%</p> <p>2010 74%</p> <p>2009 72%</p> <p>2008 70%</p> <p>2007 68%</p> <p>2006 66%</p> <p>2005 64%</p> <p>2004 62%</p> <p>2003 60%</p> <p>2002 58%</p> <p>2001 56%</p> <p>2000 54%</p> <p>1999 53%</p> <p>1998 51%</p> <p>1997 49%</p> <p>1996 47%</p> <p>1995 45%</p> <p>1994 43%</p> <p>1993 41%</p> <p>1992 39%</p> <p>1991 37%</p> <p>1990 35%</p> <p>1989 33%</p> <p>1988 31%</p> <p>1987 29%</p> <p>1986 27%</p> <p>1985 25%</p> <p>1984 23%</p> <p>1983 21%</p> <p>1982 20%</p> <p>1981 18%</p> <p>1980 16%</p> <p>1979 14%</p> <p>1978 13%</p>