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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
 - 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:

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