

Descriptions of Business Personal Property

Machinery and Equipment:

Report the cost of all equipment used in the production of the business. Examples of equipment: warehouse, production, retail, manufacturing, restaurant, food trucks, medical, high tech medical equipment, computer-controlled equipment or high-tech computer components that control the equipment, etc.

List total cost by year of acquisition, make sure to include fully depreciated assets that are still on premises.

Furniture & Fixtures:

Report the cost of all furniture and fixtures used in the production of business. Examples of furniture: desks, chairs, filing cabinets, telephones, security systems, small office machines, etc.

Computer Equipment:

Report the cost of all computers and peripherals. Examples of computers: personal computers, laptops, mainframes, printers, scanners, cables associated with computers, capitalized software, etc. Custom software costs should not be reported.

Other Personal Property:

Include a description of any property listed in this area so proper depreciation schedules can be applied. Examples of other equipment: point of sale (POS), testing equipment, tools, photographic equipment, MRI equipment, etc.

Supplies, Fuels & Replacement Parts:

Report cost of items that are not consumed in manufacturing or processing or that become part of the product. Include spare parts that are held for repairs of equipment. Doctors and Veterinarians should include all drugs and medical supplies on hand. Fuels held for consumption should be reported at cost. Restaurants and hotels should list linens, small wares and cookware not listed under Machinery & Equipment.

Construction In Progress (CIP):

Report 100% cost of all personal property carried in a CIP account as of January 1, please do not include customized software. Please provide a detailed listing of the items included in this section.

Leasehold Improvements:

Improvements made to real property can fall under two categories, real or personal property. Report all changes made to real property by attaching a detailed list of what was completed. This data will be analyzed to determine if the change should be applied to personal property or real. Refer to [the property classification schedule](#) for a guide. Examples of leasehold improvements: mill work, improvements made for operations, racks, bars, irrigation equipment, etc. Please direct any questions regarding these items to the business personal property section 336-641-3345.

Expensed Items:

Report all tangible assets that fall below your threshold and have been expensed during the year. Please provide a detailed list of these items. If no list is provided an 8-year life will be assumed.

Unlicensed, Permanent, IRP Tagged Vehicles:

Report all vehicles listed above, please include Make, Model, Vin #, Cost, and Year of acquisition.

Leased Equipment:

Report all leased equipment in your possession on January 1st owned by others in Schedule C of the listing form. Make sure to include owner name, address, description of property, lease start date and original cost of equipment.

Airplanes:

Report on all aircraft hangered or located in Haywood County. Include year, make, model, serial #, tail #, hanger location, cost and year acquired. North Carolina General Statute 105-316 requires that every operator of a storage facility renting or leasing space for airplanes or other aircraft shall furnish to the tax assessor a complete list of all aircraft along with the owner's name and address for which space is rented or leased.

Displays:

Report all display items in Haywood County on January 1st at cost in Section D of the listing form. Provide a detailed of items listed.

Farm Equipment:

If farming to produce income report all equipment at cost.

Mobile Homes:

Report all mobile homes owned/leased/rented on January 1st. Provide make, model, year, width & length. North Carolina General Statute 105-316 requires facility owners/managers/operators to furnish to the Assessor the following information related to the lots/storage space referenced above by January 15th each year. The owner's name and description of the personal property in detail should be provided.

Real Property Additions/Deletions:

Please give a detailed description of all improvements made to the commercial real estate building, cost and % complete on January 1st.