

COLOR CODED INSTRUCTIONS FOR COMPLETING TAX LISTING FORM

- A.** Real Estate Description and Values. Real Estate is permanently listed, which means it is carried forward each year. We transfer ownership by Deed as of January 1 of each year. If property has been transferred by Will, you must provide our office with a copy of the document.
- B.** Name and Mailing Address. Make corrections if information has changed.
- C.** Personal Property: This includes,
- Singlewide Mobile Homes by year, make, model, length and width; provide the complete serial number or identification number shown on the title.
 - Aircraft by year, make, model, serial number and registration number.
 - Boats by year, make, model, length and provide the hull ID number.
 - Boat motors by year, make and horsepower and indicate if inboard or outboard.
 - Jet Skis by year, make, model and provide the hull ID number.
 - Motor vehicles: you must list; UNLICENSED, IRP, APPORTIONED, PERMANENT OR 3 MONTH FARM TAGS including cars, trucks, motorcycles, camping trailers, motor homes, boat trailers, utility trailers, etc. Provide the name shown on the title, year, make, model, body style and complete Vehicle Identification Number (VIN). Without the VIN, we cannot accurately value the vehicle. Indicate the condition of vehicle as well.
 - **DO NOT LIST VEHICLES WITH A CURRENT ANNUAL LICENSE TAG (WHICH YOU RENEW EVERY YEAR)**
- D.** If personal property is located on rented land, indicate the name of landlord or property owner.
- E.** Indicate the physical address and/or mobile home park and lot number where the mobile home is located.
- F.** Lister's signature and date: This form will be rejected and returned to you if not signed and dated.
- G.** Real Estate Notice

IMPORTANT NOTICE:

You must sign and date in Section F and mail this entire form back to our office.

The last day for listing property is January 31st. Failure to list during this period will result in a 10% penalty. If you have any questions or need additional information, you may contact our office at (252) 399-2900 or come to the office located at 113 Nash St E.

If additional time is needed to complete this form, please submit a written extension request to the Tax Office by January 31st.

PROPERTY TAX RELIEF PROGRAMS

See enclosed information sheet concerning the Homestead Exclusion, Circuit Breaker Deferred Exclusion and the Veterans Exclusion. Call (252) 399-2900 to request an application.