

FILING BASICS

- ☑ File a DR-405 return by April 1st to receive the Tangible Personal Property exemption.
- ☑ Questions 1-9a on the DR-405 must be answered on the return or it may be classified as incomplete.
- ☑ Identify any equipment that may have been "Physically Removed" during the year. List those items in the appropriate space on the back of the return. Please note type of disposal (sold, junked, etc.). If sold, please provide the name of the buyer.
- ☑ It is to your advantage to detail the listing of your assets so that the proper depreciation of each type of asset may be applied. You may attach such a listing to the DR-405 tax return and mark the tax return "see attached."
- ☑ Please do not use vague terms such as "various/no change/same as last year."
- ☑ Please include your original cost, estimate of the fair market value, and condition. These are considerations in determining a fair market value.
- ☑ Additional information regarding filing is provided in the instructional section of the return itself.
- ☑ If you move, sell or close your business, please inform this office as soon as possible. This will help the Property Appraiser's Office keep accurate records.
- ☑ In mid-August you will receive your Notice of Proposed Property Taxes which will show the value used in calculating your taxes. Please review this thoroughly and call the Tangible Department if you have any questions.

See reverse side for more information

Important dates to remember:

- Jan. 1** Date of assessment (lien date)
- Jan. 1** Tangible tax returns (DR-405) are available at www.leepa.org
- April 1** Filing deadline for tangible tax return
Deadline for extension requests
- May 15** Filing deadline for tangible accounts with extensions
Penalties are applied
- Mid-Aug.** Notices of Proposed Property Taxes are mailed for tangible and real property
- *Sept.** Filing deadline to contest your assessment with the Value Adjustment Board
- Nov. 1** Tax bills sent out by Tax Collector's Office

(*exact date varies on a year-to-year basis)



Lee County Property Appraiser's Office

Located at:

The Melvin Morgan Constitutional Complex
2480 Thompson St., 4th Floor
Fort Myers, FL 33901

Mailing Address:

PO Box 1546, Fort Myers, FL 33902

Contact Information:

Phone: (239) 533-6140

Email: tpp@leepa.org

Fax: (239) 533-6289

Website: www.leepa.org

01/05/16 Revision Date

*Honorable
Kenneth M. Wilkinson, CFA*



**Lee County
Property Appraiser**

**Tangible Personal
Property Information**



FREQUENTLY ASKED QUESTIONS

Q. What is Tangible Personal Property?

A. Tangible personal property is the assets of a business, such as machinery, equipment, tools, and office furnishings.

It can also be household appliances, signs, computers, leased equipment, leasehold improvements, and supplies - most items owned, used, or leased by the business is considered tangible personal property.

Q. What is required of a business owner?

A. Each business and rental property owner must file a tangible personal property tax return also known as a DR-405. The return is used to determine the value of the property for tax purposes.

Q. Why must I file a return?

A. Florida Statute 193.052 requires that all tangible personal property be reported to the Property Appraiser's Office.

Q. How can I receive and file a tax return?

A. The DR-405 is available on our website, www.leepa.org for downloading. Online filing is available for rental accounts. The DR-405 and any attachments may be emailed to tpp@leepa.org, faxed to (239) 533-6289 or sent in by regular mail.

Q. What information is needed to file?

A. The general information regarding the business, business name, owner name, location along with information about the equipment is needed. A detailed listing should include the asset, the original cost and age. If the original cost is not known, a fair market value or value estimate should be provided.

Q. What if I don't file?

A. Florida Statute 193.073(2) authorizes the Property Appraiser to assess any business that does not file with an average cost of similar businesses. These averages are based on businesses in the same NAICS (North American Industry Classification System). However, being office assessed does not alleviate your responsibility to file an accurate return. To ensure the proper reporting and valuation of your assets, and thus an accurate tax bill, you must provide us with the necessary detail.

Q. What exemptions are available?

A. In order to receive the exemption, you must file a return at least one time by April 1st.

Tangible Personal Property accounts are eligible to receive a \$25,000 exemption by filing the DR-405 (Tangible Personal Property Return) by April 1st.

If your value is less than \$25,000, you must file a return at least one time. After your initial filing, you will not be required to file again unless you acquire more than \$25,000 in value.

Q. What exemptions are available?

Also, if your value is less than \$25,000 and you received the exemption, you will only receive a Propose Property Tax Notice (TRIM Notice) in August of the first year.

IMPORTANT: If your assessed value is more than \$25,000, you must timely file a return each year to qualify for the exemption.

Q. What if I have no assets to report?

A. All businesses and rental should have some assets to report; supplies, tools, leased equipment, or household items. If all of the equipment that you use is owned by someone else, please include that information on the tax return.

Q. What if I have more than one location?

A. A return must be filed separately for each site or location. If you only have one business location and have more than one account number, please contact our office.

Q. Do I have to report assets that I lease, loan, rent, borrow, or are provided in the rental agreement?

A. Yes, on the back of the DR-405, in the second section report the name and address of owner or lessor, description, year acquired, rent, and retail installed cost.

Q. What if I use my personally owned equipment for my business?

A. All tangible property must be reported. If the furnishings or equipment are used in the course of business, it needs to be reported. This includes any fully depreciated or expensed assets and personally owned.

Q. If I rent my furnished home or condo for a few months, do I have to file a Tangible Personal Property tax return?

A. Yes, since rental activity is of an income producing nature, you must file a return. If the total value of your furnishings is under \$25,000, you will only have to file once. On our website you may file rental returns online or obtain the necessary forms.

Q. Is my manufactured home considered Real Property or Tangible Personal Property?

A. If you own both the land and the manufactured home, it is considered Real Property. If you do not own the land, but do own the manufactured home and added improvements such as a carport, screen porch, or air conditioner, it is Tangible Personal Property. An exemption has been granted to your improvements. However, you must buy an annual mobile home registration sticker for the manufactured home from the Tax Collector's Office.

Mobile homes deemed as tangible personal property do not need to file a tangible tax return and have been granted the tangible exemption.

Q. If I am no longer in business or no longer renting my unit, should I still file a return?

A. A final return or disposition of assets letter should be completed for all businesses and rental properties that have sold or closed. The return or form should include the closing date or the sale date and if sold, to whom and the business owner signature. Both forms are available on our website (www.leepa.org) or if requested, we can email one to you.

Q. What if I don't agree with the assessed value that appears on the Notice of Proposed Property Taxes that I receive in mid-August?

A. We would like the opportunity to discuss your assessment with you, however you may file a Value Adjustment Board petition with the Minutes Department of the Clerk of Courts for a \$15.00 filing fee. These forms are available at the Property Appraiser's Office, Clerk of Courts, and on our website www.leepa.org. A petition must be filed by the date listed on your Notice and a DR-405 must still be completed and filed with our office.