

# BOB OVERBECK | ASSESSOR

## LARIMER COUNTY | OFFICE OF THE ASSESSOR

P.O. Box 1190, Fort Collins, Colorado 80522-1190 | 970-498-7050 | Larimer.gov/assessor

### Personal Property Change Form

Use this form to update your business name, mailing address, physical location (situs), FEIN number, or ownership information with Larimer County Personal Property Department. **Email completed form to PersonalProperty@Larimer.gov.** This form does not take the place of filing your Declaration Schedule.

#### **PART 1: Current Business Information (required)**

*Please complete this section as it appears on the current record to help us locate the account*

Account/Schedule Number: P \_\_\_\_\_

Business Corporate Name: \_\_\_\_\_

Business DBA: \_\_\_\_\_

Physical Location: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

#### **PART 2: CHANGE DETAILS**

*Check the box for the type of change(s) you are making and complete the corresponding section(s)*

##### **☐ Section A: Business Ownership Change**

*Complete this section if the business has been sold or has new owners.*

New Corporate Name: \_\_\_\_\_ New Business DBA: \_\_\_\_\_

New Owner Name (person): \_\_\_\_\_ Date of Ownership Change: \_\_\_\_\_

New Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Selling Price of Personal Property Only (furniture, fixtures, machinery, and equipment): \$ \_\_\_\_\_

##### **☐ Section B: Mailing Address Change**

*Complete this section to update where you receive personal property tax correspondence.*

Business Name: \_\_\_\_\_ Care Of (Attention To): \_\_\_\_\_

New Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

##### **☐ Section C: Physical Location (situs) Change**

*Complete this section if the physical location of the business assets has moved.*

Business Name: \_\_\_\_\_

New Situs Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

##### **☐ Section D: Federal Employer Identification Number (FEIN) Change**

*Complete this section to update or add your FEIN for online filing. FEIN changes take 48 hours to process.*

FEIN: \_\_\_\_\_

#### **PART 3: CERTIFICATION AND SIGNATURE**

I certify that I am authorized to submit this Personal Property Change Form and that the information provided is true and accurate to the best of my knowledge.

Printed Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_