

Helpful Hints

- File the original return from this office (with name, barcode and account number preprinted), as soon as possible before April 1. Be sure to sign and date your return.
- It is to your advantage to provide a breakdown of assets since depreciation on each item may vary.
- Identify any equipment/furniture that may have been "*Physically removed*." List those items in the appropriate space on your return.
- Do not use vague terms such as "various" or "same as last year".
- Include your estimate of fair market value and the original cost of the item on your return. They are important considerations in determining an accurate assessment.
- If you sell, move or close your business or rental property, please indicate on your return and mail back to this office.



Vickie A. Downs
Collier County
Property Appraiser

IMPORTANT DATES TO REMEMBER:

January 1

Date of assessment

April 1

Filing deadline for tangible tax return with no penalty applied

August

Notice of proposed taxes mailed

September

Value Adjustment Board petition filing deadline

November

Tax bill sent by Tax Collector



Tangible Personal Property Office Location:

3950 Radio Road
Naples, Florida 34104-3750
(239) 252-8145 Fax (239) 252-8196

tpp@collierappraiser.com

Visit our website:
www.collierappraiser.com

Office Hours: 8 a.m. to 5 p.m.
Monday through Friday

Collier County Property Appraiser

Tangible Personal Property



**ARE YOU A
BUSINESS OWNER OR
HAVE RENTAL PROPERTY?**

FAQ's about Tangible Personal Property

Q. **What is Tangible Personal Property?**

A. Tangible Personal Property is everything other than real estate that has value by itself. It includes items such as computers, furniture, fixtures, tools, machinery, household appliances, signs, equipment, leasehold improvements, supplies, leased equipment or any other equipment used in a **business or rental property.**

Q. **Who must file?**

A. Anyone owning tangible personal property on January 1, who has a proprietorship, partnership, corporation or is a self-employed agent. **Property owners who lease, loan or rent property must also file.**

- Businesses of all kinds, small or large, *including home businesses*
- *Leasing companies*
- *Rental properties*

Q. **Why must I file a return?**

A. Florida Statute 193.052 requires that all tangible personal property be reported each year to the Property Appraiser's Office. *If you receive a return, it's because our office has determined that you may have property to report.* If you feel the form is not applicable, return it with an explanation. ***Either way, the signed form MUST be returned to our office.***

Q. **What if I have old equipment that has been fully depreciated and written-off the books?**

A. Whether fully depreciated in your accounting records or not, all tangible property still in your possession or ownership, regardless of its age or condition, in storage or active use, ***must be reported.***

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

A. Yes, there is an area on the return specifically for those assets. Even though the assets are assessed to the owner, they must be listed for information purposes. Be sure to include full name and address of lessor/lessee.

Q. **Is there a minimum value that I do not have to report?**

A. No, there is no minimum value. Regardless of value, an initial return must be submitted. A \$25,000 exemption will be applied to all returns.

Q. **What if the value of my Tangible Personal Property is \$25,000 or less?**

A. All businesses that file a Tangible Personal Property tax return are eligible for a \$25,000 exemption. Although businesses are required to file an initial return to qualify, those with value under \$25,000 may not be required to file in future years if their value stays below \$25,000.

Q. **If my home, condo or apt. is available for rent; do I have to file a tangible personal property return?**

A. Yes, both residents and non-residents must report all contents, if the property is available at any time during the year.

Q. **When will I know the amount of my tangible personal property tax bill?**

A. A Notice of Proposed Taxes will be mailed in August.

Q. **When do I pay the tax on the tangible personal property?**

A. You will receive a bill in November from the Collier County Tax Collector. Contact their office for further information: (239) 252-8172

Q. **What if I don't file my return?**

A. When a tax return is not filed by April 1 this office is required to place an assessment on the tangible property. This is an estimate based on the value of businesses or rentals with similar equipment and assets. Our assessment does not alleviate your responsibility to file an accurate return. You will also be penalized up to 25% for failure to file.

Q. **What if I disagree with my tangible personal property tax valuation?**

A. Please call or come by our office. We will show you how we arrived at your appraisal and would be happy to review any new information you may present.