

**IMPORTANT INFORMATION...PLEASE READ
2024 INSTRUCTIONS FOR FILING A PERSONAL PROPERTY RETURN**

All individuals and business entities who own, lease or have a beneficial interest in taxable tangible property located within Sedgwick County on **January 1** must file a tangible property return, even if no listing of personal property is sent from the Appraiser's Office (K.S.A. 79-303). The Property Rendition shall be filed annually with the County Appraiser by **March 15th**. Renditions postmarked **after this date will be assessed a late filing penalty.**

The County Appraiser **may** extend the filing deadline. A request and reason must be in writing and be received in office prior to March 15th. (K.S.A. 79-1457)

Address Information: please verify all address information is current and correct. The **property or storage location** is the **physical location where the property is stored**. If changes need to be made, please mark through *each* address needing updated.

Certification: Check the appropriate box and sign the form. For renditions completed by a tax representative, please note, **that all renditions are to be signed by the owner/representative of the company being filed for AND the tax rendition preparer**. Filings without proper signatures will be returned and not processed until received back with correct signatures.

A "Declaration of Representative or Agent" does **NOT** alleviate the need for both signatures. Please be advised that renditions not having both signatures when applicable are subject to penalty when received back after March 15th. (K.S.A. 79-301, K.S.A. 79-303, K.S.A. 79-305a, K.S.A. 79-306, K.S.A. 79-1422)

Please provide a phone number/email address, so contact, if necessary, is easier.

For Military Personnel: **A Military Affidavit AND a copy of your LES needs to be rendered every year to be considered for exemption.**

*****NOTICE*****

Starting 1/1/2023, a bill of sale will be required to remove all Personal Property off the tax roll, with the exception of Mobile/Manufactured Homes, if the property has been sold. Schedule 6 assets purchased or sold **MAY** be prorated on or off the tax roll with proper documentation. The Appraiser's Office **MUST** be notified in writing no later than 12/20, pursuant to K.S.A. 79-306c.

INSTRUCTIONS FOR FILING SCHEDULE 1: MANUFACTURED HOMES

If you have sold your home, the title must have transferred, or you must provide registered mail receipt and front and back of the completed title mailed to buyer.

All manufactured homes that are **not** on a permanent foundation, being of type not removable intact from the real property and are located on land not owned by the owner of the manufactured home must be listed.

INSTRUCTIONS FOR FILING SCHEDULE 4: CLASS 2D HEAVY TRUCKS

A Bill of Sale MUST be submitted for all sold vehicles.

All Trucks with 16M or greater weight tags must be reported. Trucks with 16M and 20M weight tags are assessed on schedule 4B with 985500 NAICS and cannot be combined with other property types.

Please verify that trucks are listed on the correct schedule according to tag weight.

****IF TRUCKS/TRAILERS ARE TAGGED COMMERCIALLY, PROVIDE A COPY OF THE COMMERCIAL REGISTRATION FOR REMOVAL FROM THE TAX ROLL****

INSTRUCTIONS FOR FILING SCHEDULE 4

A Bill of Sale MUST be submitted for all sold vehicles.

Non-Highway or Off Road Vehicles (without current tags)

(AU) Automobile (PU) Pickup (VN) Van All trucks 16M or larger (JP) Jeep (BU) Bus (MC) Motorcycle

*Note: All Trucks with 16M or larger weight tags must be reported.

INSTRUCTIONS FOR FILING SCHEDULE 5: CLASS 2E COMMERCIAL PROPERTY

A Bill of Sale MUST be submitted for all sold property.

Commercial/Industrial Machinery, Equipment, and Office Furniture / Fixtures / Equipment: KSA 79-1439 requires equipment on this schedule to be appraised on the basis of "**Retail Cost When New**". "**Retail Cost When New**" is defined as the original cost to the first purchaser (i.e., the actual amount paid for the property at the time it was purchased new and does not include sales tax, freight and installation costs.)

TRUCK BEDS, BODIES AND TRAILERS

A Bill of Sale MUST be submitted for all sold vehicles.

Commercial truck beds, bodies, trailers (including storage) and ATV/Mopeds titled to the business

INSTRUCTIONS FOR FILING SCHEDULE 6:

A Bill of Sale MUST be submitted for all sold property.

ALL RECREATIONAL VEHICLES (not taxed when tagged)

All Campers (CT) Pop up or Fold out Camper (PC) Slide in P/U camper - **Toppers are exempt.**
(TT) Travel Trailer – **Not self-contained.**

ALL TRAILERS are to be listed

A Bill of Sale MUST be submitted for all sold trailers/property.

(HS) Horse Trailer (LS) Livestock Trailer (GT) Grain Trailer (CO) Open Car Trailer
(CE) Enclosed Car Trailer (UY) Open Utility Trailer (UE) Enclosed Utility Trailer

MISCELLANEOUS ITEMS

(AT) All-Terrain Vehicle, Amphibious (DB) Dune Buggy (GC) Golf Cart (GO) Go Cart
(MO) Boat Motor (extra) (BT) Boat Trailer without a boat (MB) Moped (SM) Snowmobile
(TH) Tiny Homes (WM) Standalone Watercraft Motor (WT) Standalone Watercraft Trailer
(SC) Shipping/Storage Containers
(TB) Truck beds not used for business are appraised separately from the truck even though they are attached.

ALL AIRCRAFT

A Bill of Sale MUST be submitted for all sold aircraft.

Exempt aircraft must have a Board of Tax Appeals docket number included

(AP) Airplane (HL) Helicopter (GL) Glider (AB) Hot Air Balloon (DR) Drones/UAVs

INSTRUCTIONS FOR FILING SCHEDULE 7: WATERCRAFT

A Bill of Sale MUST be submitted for all sold watercraft.

****The Appraiser's Office MUST be notified in writing by 12/20 for proration on the sale of any watercraft****

KA numbers MUST be cancelled through the Kansas Department of Wildlife & Parks before watercraft can be removed.

Human powered watercrafts are exempt, i.e. paddle boats, canoes and kayaks.

(BO) Outboard Boats (BS) Stern Boats (SO) Sailboats without Motor (SI) Sailboats with Motor
(PW) Personal Watercrafts (PT) Pontoon Boats (BT) Boat Trailers & Personal Watercraft Trailers
ALL OUTBOARD MOTORS - Trolling Motors (5 horsepower or less) are not valued; do not list.

INSTRUCTIONS FOR FILING SCHEDULE 8: LEASED EQUIPMENT

LEASES STARTED AFTER JUNE 30, 2006, ARE NOT REQUIRED TO BE LISTED

Pursuant to K.S.A. 79-1456, Kansas County Appraisers value personal property assuming normal condition at fair market value, per the valuation methods set forth in the guidelines provided by KDOR/PVD. If you feel your personal property does not reflect normal condition, recent documentation (provided at least every three (3) years) such as pictures, estimates of repair, etc. must be submitted to the Appraiser's Office for consideration.

HOW TO CONTACT US

TEL (316) 660-5440

FAX (316) 660-5479

EMAIL: apprpp@sedgwick.gov

SEDGWICK COUNTY APPRAISER'S OFFICE

ATTN: PERSONAL PROPERTY DEPT.

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