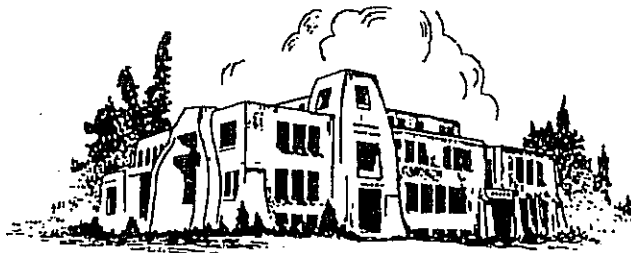


101 W. Greene Street
Suite 319
Carlsbad, New Mexico 88220
(575) 885-3813



111½ N. First Street
Artesia, New Mexico 88210
(575) 746-9879

Eddy County

Karen Robinson
County Assessor

2009

PERSONAL PROPERTY RENDERING NOTICE

Dear Business Owner:

This is your reminder to **RENDER YOUR PERSONAL PROPERTY**. All personal property used in your business (i.e. signs, equipment, furniture, fixtures, rentals & leased eqpt ect...) is subject to valuation for property taxation purposes in the State of New Mexico pursuant to Property Tax Code 7-36-33 NMSA 1978 and regulations 3.5.6.40.

New Mexico Law requires that you **RENDER** each year no later than the last day of February. **IT IS IMPORTANT THAT YOU RENDER YOUR PERSONAL PROPERTY, WITHIN THE TIME FRAME** as a penalty will be applied to taxpayers not in compliance with this time frame.

You are assessed based on what you own on January 1st each year. In order to calculate your personal property value our office will need:

- 1 A copy of last years (2007) Federal Tax Asset Detail Depreciation Schedule, along with a list of all equipment purchased in (2008) and a list of all rental or leased eqpt to include purchase date, purchase price & description. **FORM MUST BE SIGNED BY TAXPAYER.**

(or) submit a copy of your 2008 Federal Tax Asset Detail Depreciation Schedule. List all 2008 purchases, which are not included on the 2008 depreciation schedule, and include a list of all rental or leased eqpt. **FORM MUST BE SIGNED BY TAXPAYER**

- 2 If your depreciation schedule is not available you may **RENDER** by completing the enclosed form and returning it to this office. (send a complete list of all eqpt, furniture & fixtures etc... and a list of all rental or leased eqpt. Include purchase date, purchase price and description) **FORM MUST BE SIGNED BY TAXPAYER**

If you are no longer in business, you are obligated to notify this office within the time frame referenced above.

State Law requires that "NOTICE OF VALUES" be mailed to you no later than April 1st each year. In order to meet the state requirement, **our office will not issue an extension on any rendering.**

ARTESIA BUSINESSES –may drop off your rendering at our Artesia office (address is shown above).

If we may be of assistance please call us at the numbers shown above.

Sincerely,
Karen Robinson
Eddy County Assessor