

**Mecklenburg County Assessor's Office**  
**Individual Personal Property Listing**  
**Mailing address:**  
**PO Box 36819**  
**Charlotte, North Carolina 28236-6819**

**TO AVOID PENALTY, RETURN SIGNED**  
**COMPLETE LISTING BY JANUARY 31st**  
**TAX YEAR:**



Office Location:  
 700 East Stonewall Street, Suite 103  
 Charlotte, North Carolina 28202-2778  
 Phone (704)-336-6394 Fax (704)-336-4617  
 Email: [IPPEMAIL@MecklenburgCountyNC.gov](mailto:IPPEMAIL@MecklenburgCountyNC.gov)  
 Website: [www.CharMeck.org](http://www.CharMeck.org)



FOR DEPARTMENT USE ONLY	ABSTRACT #	TAX JURISDICTION/ MUNICIPALITY	PENALTY %	PRIOR YEAR VALUE	TOTAL ASSESSED VALUE
	-				

<b>A</b>	<b>Ownership Information</b>	<b>Additional Information</b>
		<b>Owner ID:</b> <b>Phone number:</b> <b>Email:</b>
		<b>NOTES:</b>

<b>B</b>	<b>Physical Location of personal property:</b>
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<b>C</b>	<b>Listed Property: Below is personal property listed in your name for which you will be billed in</b>  <b>PLEASE SEE INTRUCTIONS.</b>
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Property Type	Description of Personal Property	Property ID(system)

<b>D</b>	<b>Personal Property - Please list, with complete descriptions, any properties in your possession in Mecklenburg County as of January 1st, which are not listed above. Property Types include: (Aircraft, Watercraft plus motor, Manufactured Home, Unregistered Vehicle, etc...) Do not list licensed (tagged) vehicles, leased vehicles, or real property. PLEASE SEE INSTRUCTIONS.</b>
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Property Type	Model Year	Make	Model	Length (width if applicable)	Description (Detail)	PROPERTY ID# (i.e. VIN#, Tail#, Registration #)

<b>E</b>	<b>AFFIRMATION - SEE INSTRUCTIONS</b>
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**UNDER PENALTIES PRESCRIBED BY LAW, I HEREBY AFFIRM THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF THIS LISTING, INCLUDING ANY ACCOMPANYING STATEMENT, SCHEDULE, AND OTHER INFORMATION IS TRUE AND COMPLETE.**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Print Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_ Email Address \_\_\_\_\_

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**MECKLENBURG COUNTY-Individual Personal Property Listing INSTRUCTIONS**  
**To Avoid Penalty, Return Signed Complete Listing by January 31st.**

A	<b>Ownership Information</b>	Please provide all requested information and make updates and corrections if necessary. All ownership information is as of January 1st of the tax year indicated on the top of the form.
B	<b>Physical Location</b>	Enter physical location of listed property as of January 1st of the tax year indicated on the top of the form. If you own multiple properties at different locations, a separate listing form must be completed for each location. Contact our office for additional property listing forms.
C	<b>Listed Personal Property</b>	Draw one line through any property you did not own on January 1st of the tax year indicated on the top of the form. <b>PROOF IS REQUIRED! Attach Proof (Notarized Bill of Sale, Salvage, New Owner Contact information, Bankruptcy or Repossession Documents, Bill from other jurisdiction.)</b>
D	<b>Personal Property</b>	<p>Enter Items owned as of January 1st of the tax year indicated on the top of the form-List all boats, boat motors, manufactured homes, aircraft, and unlicensed vehicles owned by you on January 1st. Please provide complete descriptions of all property. You may also attach detailed information about the property if it does not fit in the space provided.</p> <p><b>Licensed Vehicles</b> - Do not list vehicles currently licensed by the North Carolina Department of Motor Vehicles. Property Tax on Registered Motor Vehicles will be billed approximately 90 days after the license renewal or new registration.</p> <p><b>Unlicensed Vehicles</b> - Vehicles not licensed with the North Carolina Department of Motor Vehicles <b>must</b> be listed. Vehicles include cars, trucks, trailers- all types, motorcycles, and motor homes. If your vehicle is damaged or claimed as a total loss, submit any information as to its condition as of January 1st.</p> <p><b>Boats</b> - Boat ownership is determined by information received from the NC Wildlife Commission, Marinas, as well as boats properly listed by owner. Please provide as much information as possible to ensure the property can be valued accurately.</p> <p><b>Farm/Miscellaneous Equipment</b> - Farm equipment and other miscellaneous equipment should be listed on the Business Personal Property listing form. Please contact our office to get a Business Personal Property listing form.</p>
E	<b>Affirmation</b>	<p><b>Signature must be that of the owner, partner or principal officer or individual having power of attorney.</b></p> <p><b>Listings may be subject to audit review, for compliance and accuracy of returns.</b></p> <p><b>Any individual who willfully makes and subscribes an abstract (listing) required by this Subchapter (of the Revenue Laws) which he does not believe to be true and correct as to every material matter shall be guilty of a Class 2 misdemeanor. (Punishable by a fine not to exceed \$ 1,000 and/or imprisonment up to 60 days.)</b></p>