

City of Stevens Point
1515 Strongs Avenue
Stevens Point, WI 54481-3594
www.stevenspoint.com



City Assessor's Office
Phone: 715-346-1553
Fax: 715-343-6234

January 2010

Dear Personal Property Owner:

We have determined that you are a business owner in the City of Stevens Point. As required by State Statute 70.35, all business owners must complete a Statement of Personal Property. Enclosed is your copy of the 2010 Statement of Personal Property, which must be filled out and returned to the Assessor. (Please make a photocopy for your records.)

NEW THIS YEAR: If you have filed previously, the appropriate schedules have beginning values entered based on prior years' information. Please verify the accuracy of these numbers and schedules. Should you have any questions regarding these preprinted numbers that appear on your form, please contact us at for an explanation. Any changes to the assets affiliated with your business should be reported in columns 3 and 4 only.

If there have been no additions or disposals since last year, please state this on the form. Please fill out the form completely and accurately. If you need assistance, please do not hesitate to contact our office, our staff will be happy to assist you. Many personal property owners have their accountant fill out the statement. We encourage this practice as it ensures accuracy and completeness. **Please remember that the deadline for returning this form is Monday, March 1, 2010.**

All statements must be signed by the Owner/Agent and any corrections to the name or mailing address should be made on the form. If the business mailing address is not the same as the owner address, please complete that information also. It is important that you check the box regarding if this account is a sole proprietorship, partnership, Corporation, LLC or LLP.

For your convenience you may download an additional Personal Property form, which can be found on the Internet at: stevenspoint.com/assessor/ The form is available in both excel and adobe pdf formats.

The Statement of Personal Property must be returned to this office by March 1, 2010. Due to statutory deadlines, it may not be possible to grant extensions beyond March 1st. If you have any questions, need additional forms, or need help completing the form, please do not hesitate to contact this office. You may reach us between 7:30 AM – 4:00 PM at (715) 346-1553. Thank you in advance for your cooperation.

Sincerely,

A handwritten signature in cursive script that reads "James R. Siebers".

James R. Siebers, Assessor
City of Stevens Point