



**FOR ASSESSOR OFFICE USE ONLY**

ACCOUNT NUMBER: \_\_\_\_\_ FISCAL YEAR: \_\_\_\_\_ TAX DISTRICT: \_\_\_\_\_

BUSINESS LICENCE ISSUE DATE: \_\_\_\_\_

BUSINESS TYPE: \_\_\_\_\_ NAICS CODE: \_\_\_\_\_

**BUSINESS INFORMATION FORM**

(PRINT CLEARLY)

New Business  Change of Location/Mailing  Name Change  Purchase Business

TYPE OF ENTITY:  Sole Proprietor  Corporation  Partnership  Limited Liability Comp.  Non-profit

BUSINESS OWNER NAME: \_\_\_\_\_

BUSINESS NAME (DBA): \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

NAICS CODE: \_\_\_\_\_ SITE LOCATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

DESCRIPTION OF BUSINESS: \_\_\_\_\_

DATE OPENED OR ANTICIPATED OPENING: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ Title: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ PHONE (if different than above): \_\_\_\_\_

WAS THIS A CHANGE TO AN EXISTING BUSINESS? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please indicate previous name of business: \_\_\_\_\_

previous location, if applicable \_\_\_\_\_

ARE THERE ADDITIONAL LOCATIONS FOR THIS BUSINESS? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please list locations: \_\_\_\_\_

DID YOU PURCHASE THE BUSINESS? YES \_\_\_\_\_ NO \_\_\_\_\_

ALL PERSONAL PROPERTY TAXES PAID IN FULL? YES \_\_\_\_\_ NO \_\_\_\_\_

WAS THE EQUIPMENT INCLUDED IN THE PURCHASE PRICE OF THE BUSINESS? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, price of the equipment: \_\_\_\_\_ or estimated value of equipment: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

# IMPORTANT REMINDER

In July of each year, the Carson City Assessor's Office will be sending you a "Personal Property Declaration Commercial Equipment Statement" that will need to be completed and filed with the Assessor's Office by July 31st.

As required by Nevada Revised Statutes 361.185 and 361.265, all commercial equipment owned, claimed, possessed, controlled or managed by you at your business location as of July 1st will need to be reported (description of equipment, year acquired, acquisition cost minus sales tax).

For information related to business personal property, please visit our website at:  
[www.carsoncity.gov](http://www.carsoncity.gov)

Click on:

- "Government"
- "Assessor"
- "General Information & Services" (other useful information on this page)
- "Business Personal Property"

Please view the PowerPoint on this page for helpful information about personal property: <https://www.carsoncity.gov/PPD>

**Personal Property tax bills will be mailed in December per NRS 361 and will be due in thirty days.**

If you have any questions regarding the assessment, please contact our office at:

**Carson City Assessor's Office**  
**201 N. Carson St. Ste. 6., Carson City, NV 89701**  
**775-887-2130**  
**[assessor@carsoncity.gov](mailto:assessor@carsoncity.gov)**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_