

Form
RP

Real Property Return

Declaration of Property Costs, Operations,
and Other Related Information

2012

— Confidential —

File this return on or before March 1, 2012
with the assessor of the county in which the property is located

County use only
Date received

Extension number			
Business name			
Doing business as (DBA)			
Mailing address			
City	State	ZIP code	—
Account number	Type of plant		
	Location (situs)		

Annual report required

Oregon law [ORS 308.290(1)(b)] requires that each company must file this annual return with the county assessor on or before March 1. Failure to file will subject the company to a late filing penalty (ORS 308.295). **This return is subject to audit.**

Accounting records location			
Street address	City	State	ZIP code
			—
Contact person for audit			
Name	Telephone number ()	FAX number ()	
Mailing address	E-mail address		
City	State	ZIP code	—

Taxpayer declaration

I declare under penalties for false swearing [ORS 305.990(4)], that this return, including attached schedules, has been examined by me and to the best of my knowledge and belief, it is true, correct, and complete.

Full legal name (if incorporated)		
Sign here	Signature of: <input type="checkbox"/> owner <input type="checkbox"/> officer <input type="checkbox"/> authorized agent	Date
	<input checked="" type="checkbox"/>	
Typed or printed name of person signing above		Title
Name of preparer (if other than taxpayer)		Title
Telephone number ()	FAX number ()	E-mail address

Be sure to read the instructions on pages 6–9 before completing this return. →

2012 Real Property Schedules

Reporting Period is January 1, 2011 – December 31, 2011

You must complete a Real Property Schedule for each real property account listed on the front of this return.
Please attach a listing where space is insufficient.

Real property account number _____

Company name _____

(Only one account per page)

Schedule 1: Buildings, structures, and yard improvements

(If building is leased, use this schedule to report leasehold improvements)

Schedule 1 – A: Completed additions (See instructions, page 7)

1. Description	2. Starting date	3. Completion date	4. Costs reported in prior years	5. Costs for current reporting period not previously reported	6. Total completed cost

Schedule 1 – B: Retirements (See instructions, page 7)

1. Description	2. Date of construction or acquisition	3. Date retired	4. Status of property	5. Total original cost

Schedule 1 – C: Under construction on January 1 (See instructions, page 7)

1. Description	2. Starting date	3. Estimated completion date	4. Costs reported in prior year returns	5. Costs for current reporting period not previously reported	6. Estimated total completed cost

Photocopies can be used

Company name _____

(Only one account per page)

Schedule 2: Machinery and equipment

Schedule 2—A: Completed additions (See instructions, page 7)

1. Asset no.	2. Description (name, model, location within plant)	3. Starting date	4. Completion date	5. Costs reported in prior years	6. Costs for current reporting period not previously reported	7. Total completed cost

Schedule 2—B: Retirements (See instructions, page 7)

1. Asset no.	2. Description (name, model, location within plant)	3. Date of construction or acquisition	4. Date retired	5. Status of property	6. Total original cost

Schedule 2—C: Being Installed on January 1 (See instructions, page 7)

1. Asset no.	2. Description (name, model, location within plant)	3. Starting date	4. Estimated completion date	5. Costs reported in prior year returns	6. Costs for current reporting period not previously reported	7. Estimated total completed cost

Other Schedules

Reporting period is January 1, 2011—December 31, 2011

Real property account number _____

Company name _____

(Only one account per page)

Schedule 3: Land site development (See instructions, page 7)

1. Description	2. Starting date	3. Completion date	4. Costs reported in prior years	5. Costs for current reporting period not previously reported	6. Total completed cost

Environmental contamination

Has environmental contamination been found on this account? Yes No. What substance? _____

Schedule 4: Real property equipment leased from and/or owned by others (See instructions, page 7)

Schedule 4—A: Completed additions (See instructions, page 7)

1. Owner's name, address, and telephone number	2. Description (include model year)	3. Yearly lease amount	4. Original lease date	5. Lease expiration date	6. Original cost or option to purchase (when and amount)

Schedule 4—B: Retirements (See instructions, page 7)

1. Owner's name, address, and telephone number	2. Description (include model year)	3. Yearly lease amount	4. Original lease date	5. Lease expiration date	6. Original cost or option to purchase (when and amount)

2012 Enterprise Zone Schedules

You must complete an Enterprise Zone Schedules form for each real property account that qualifies for an enterprise zone exemption. Please attach a copy of your completed Oregon Enterprise Zone Tax Exemption application.

Real property account number _____

Company name _____

Schedule 5: Buildings and structures

Schedule 5-A: Enterprise zone—Completed additions (See instructions 5-A, page 9)

1. Description	2. Starting date	3. Completion date	4. Costs reported in prior years	5. Costs for current reporting period not previously reported	6. Total completed cost

Schedule 5-B: Enterprise Zone—Retirements (See instructions 5-B, page 9)

1. Description	2. Date of construction or acquisition	3. Date retired	4. Status of property	5. Total original cost

Schedule 5: Machinery and equipment

Schedule 5-C: Enterprise zone—completed additions (See instructions 5-C, page 9)

1. Asset no.	2. Description (name, model, location within plant)	3. Starting date	4. Completion date	5. Costs reported in prior years	6. Costs for current reporting period not previously reported	7. Total completed cost

Schedule 5-D: Enterprise zone—retirements (See instructions 5-D, page 9)

1. Asset no.	2. Description (name, model, company asset no., location within plant)	3. Date of construction or acquisition	4. Date retired	5. Status of property	6. Total original cost

List of Property Types

Real property

Buildings, structures

Include all building and structure costs, including excavation, floor, shell, interior and exterior finish, lighting, wiring and fixtures, plumbing, sprinkling systems, elevators, heating systems, ventilators, fire protection systems up to the dry valve including underground piping, valves, tanks, and foundations. Also include indirect costs such as interest during construction, engineering, and design costs.

Process piping, power wiring, and foundations for the machinery and equipment should be included with Real Property—Machinery and Equipment.

Yard improvements

- Fences
- Paving
- Ponds
- Railroad spurs on site
- Retaining walls
- Roads
- Walks and curbs
- Wharves and docks
- Yard lighting

Machinery and equipment

Include all costs for all process and manufacturing machinery and equipment that meets the definition of real property.

Include power wiring, process piping, foundations, freight, engineering, etc.

307.010 Definition of “real property” and “land.” (1) “Real property” includes the land itself, above or under water; all buildings, structures, improvements, machinery, equipment or fixtures erected upon, above or affixed to the same...

Examples:

- Aerators
- Bag machines
- Banders
- Barkers
- Boilers
- Chillers
- Conveyors
- Cranes
- Edgers
- Furnaces
- Grinders
- Headrigs
- Hoists
- Hoppers
- Knife sharpeners
- Leak detectors
- Shakers
- Shredders
- Sifters
- Silencers
- Sizers
- Slicers
- Sorters
- Transfers

This list is not complete. If you have questions on other items, please call the assessor’s office.

Real Property Return General instructions

— Please read all instructions before completing return —

Oregon law

The Real Property Return is authorized by Oregon law. It is used to determine the value of your real property. Its main purpose is to accurately account for all property on the site as of 1:00 a.m. on January 1, 2012.

You are required to report the information requested on this return. Oregon law (ORS 311.216 to 311.229) provides that property acquired during the reporting period and not reported on this return shall be presumed to be omitted property and subject to additional assessment. Also, when property is reported at understated costs, the understated cost amount shall be presumed to be omitted property and subject to additional assessment.

A person may be convicted for filing false information. A fine of not more than \$1,000 or imprisonment for not more than one year, or both, may be imposed (ORS 308.990).

Your return is confidential to the assessing authorities and is not public information. The penalty for disclosure is a \$10,000 fine or one year in jail, or both.

Filing deadlines

Your return must be postmarked by March 1, 2012. If you have a filing extension, your return must be postmarked no later than April 16, 2012.

Penalty for late filing

Failure to file this return by the March 1 deadline will subject the property owner to a late filing penalty (ORS 308.295).

Penalty for late filing is \$1 for each \$1,000 (or fraction) of assessed value. This penalty shall not be less than \$10 and not more than \$250 (ORS 308.295).

Nonfiling penalty

All property in your possession on this site must be reported on this return unless the property is mentioned in the section, "What property not to report." Any person who refuses or neglects to file a return, with the intent to evade taxation, is subject to a penalty of \$10 for each day the return is late until the return is filed (ORS 308.300). This return is subject to audit.

Filing extensions

You may be granted a filing extension when a hardship exists. You must file your extension request with the assessor, in writing, on or before March 1. Applications are not automatic extensions. Extensions are granted for good and sufficient cause or administrative need. The assessor may grant the extension request to April 15.

Correct reporting

For this return to be complete, you must sign the Taxpayer Declaration, complete each schedule and answer each question. You may write in "no," "none," or "see attachment" on the form. "Same as last year" is not acceptable. As an alternative to entering all the required information for a given account on a copy of this form, you may supplement the return using an attached printed list. This list must include all the information requested on this form to report additions and retirements. Identify your attachments with the correct account, code area, county, and schedule number.

All real property, except as otherwise provided by law, is subject to assessment and taxation in Oregon. You must report: property in storage, non-inventory property held for sale, property on site but not in service, and property on site prior to installation. Do not report the same property on another Real Property Return.

Report changes to Taxable Real Property. Real property includes land development, buildings, structures, yard improvements, fixed machinery, and fixed equipment. For example: if a machine is attached to the land and/or building, by bolts, welds, cement, direct wiring, plumbing, ducting, its own weight, or other methods, it is considered real property and should be reported.

Additional information required

The following information must be submitted with this Real Property Return. Please attach additional pages with this information, if necessary.

1. Explain any major changes during the last reporting period (1/1/11 through 12/31/11), that have, in your opinion, affected the value of the site.
2. If there is site contamination that affects the value of the property and the site is listed with the Environmental Protection Agency or the Department of Environmental Quality or has had a verifiable release of a hazardous substance, provide DEQ number (if listed with the DEQ) and a schedule of the cost of the planned remedial work [see OAR 150-308.205(E)].
3. Are you applying for Cancellation of Assessment on Commercial Facilities under Construction (ORS 307.330)? If so, please attach a copy of that form (150-310-020 Rev. 9-01). The form should be filed with the county assessor by April 1, 2012. Real property to be exempted must be reported on Schedules 1-A and 1-C.
4. Are the buildings and structures, or land, leased from another party? If yes, a separate return must be filed by or for the owner of the buildings and structures under the correct account number. If you are leasing a building, and you make leasehold improvements, report those improvements on Schedule 1 of this return. You do not have to file a separate return. Leased machinery and equipment is listed on Schedule 4.
5. Inform us of any corrections to the information on the cover page.
6. If someone other than an employee is acting as your agent for property tax purposes, please attach an authorization for a specific power of attorney.

Additional information you may provide

Submit with this return any other information that should be considered in determining the value of the property. For example: plant closures, scheduled liquidations, governmental requirements or restrictions, verifiable presence of toxic contamination, your opinion concerning the value contribution of the additions, your estimate of the asset lives, your lease agreement for leased property, income and expense information, and issues which may indicate economic or functional obsolescence.

You may qualify for an economic obsolescence adjustment to the value of your property if indicated by the above information. If this is the case, the county may ask for additional information.

What property not to report

Do not report:

- The cost of raw land.
- Property that you reported on another 2012 Industrial, Real, or Personal Property Return (i.e., logging and construction equipment accounts not at this site).
- Property that is located outside the state of Oregon.
- Property used only for personal, nonbusiness use such as household goods and furniture, clothing, personal effects, tools, and equipment used exclusively in and around your home or in your hobby (ORS 307.190).

- Intangible personal property as defined by ORS 307.020: Money held at interest, bonds, notes, shares of stock in corporations, business records, computer software, surveys and designs, and the materials on which the data is recorded (paper, tape, film, etc.).
- Livestock, poultry, fur-bearing animals, bees, or products used or consumed in farm operations (ORS 307.325).
- Inventories as defined by ORS 307.400. This refers to items of tangible personal property which are held for sale in the ordinary course of business.
- Licensed vehicles (such as cars and trucks). Fixed load and mobile equipment are taxable (ORS 801.285) and must be reported on the personal property return.
- Personal property farm machinery (ORS 307.394).
- Agricultural frost control systems, agricultural or horticultural trellises, hop harvesting equipment, mobile grass field incinerators (see ORS 307.390), and certain nursery stock held by growers for wholesalers (see ORS 307.315).
- Egg equipment.

Real Property instructions

Schedule 1—Buildings, structures, and yard improvements

1-A — Completed Additions. Describe the addition in enough detail to identify property. Include the starting date, completion date, costs reported in prior year returns, costs for current reporting period that were not previously reported, and total completed costs. See the List of Property Types for examples of buildings, structures, and yard improvements. Include all direct and indirect costs, i.e., materials, labor, overhead, shipping, etc. Column 5 must reconcile with prior year returns. If you believe the reported costs did not add value, then please attach an explanation for consideration.

Note: Include process piping, power wiring, and foundations with machinery costs reported on Schedules 2-A and 2-C.

1-B — Retirements. Report the buildings, structures, and yard improvements you retired from service and that were removed from the site during the reporting period, January 1, 2011 through December 31, 2011. Describe the improvements in enough detail to identify property. Include the date of construction or acquisition, date retired, status of the property. For example: for sale, to be demolished for scrap, abandoned in place, no plans to remove, etc. Provide the total original cost.

Retired property is removed from the roll at its depreciated value.

1-C — Under Construction on January 1. Improvements under construction on January 1 must be reported on this schedule. Include starting date, estimated completion date, costs reported in prior year returns, costs for current reporting period that were not previously reported, and estimated total completed costs. Include all direct and indirect costs, i.e., materials, labor, overhead, etc. Column 4 must reconcile with prior year returns. If reported costs did not add value, attach explanation for consideration. Report the cost of land site development on Schedule 3.

Schedule 2—Machinery and equipment

2-A — Completed additions. The description of the additions should include the company asset number, name, model number, and location within the plant. Provide the starting date, completion date, costs reported in prior year returns, costs for current reporting period not previously reported, and the total completed costs. See the List of Property Types for examples of machinery and equipment.

Completed additions need to include the invoice cost, installation, engineering, and miscellaneous costs including foundations, power wiring, interest during installation, and freight. State the date of manufacture. If available, provide a breakdown similar to the following: machinery components, \$20,000; installation, \$10,000; engineering, \$2,000; interest during construction, \$1,000; miscellaneous, \$5,000; (total, \$38,000).

engineering, \$2,000; interest during construction, \$1,000; miscellaneous, \$5,000; (total, \$38,000).

Transfers from other company locations should be noted and the cost basis explained. State the original cost when new. Column 5 must reconcile with prior year returns. If reported costs did not add value, attach explanation for consideration.

Did the addition replace machinery and equipment that were retired from service or removed from the site? If so, report the equipment being removed as retirements.

2-B — Retirements. Report the machinery and equipment improvements you retired from service and that were removed from the site during the reporting period, January 1, 2011 through December 31, 2011. Describe the improvements in enough detail to identify property, including company asset number, name, model, and location within the plant. Include the year of installation or acquisition and the date retired. Describe the status of the property that was removed from service during the reporting period, but was still on the site January 1, 2012. For example: for sale, to be demolished for scrap, abandoned in place, no plans to remove, etc. Provide the total original cost. Retired property is removed from the roll at its depreciated value.

2-C — Being installed on January 1. Machinery and equipment being installed on January 1 must be reported in this schedule. The description should include the company asset number, asset name, model number, and location within the plant. Provide the starting date, estimated completion date, costs reported in prior year returns, costs for current reporting period not previously reported, and estimated total completed cost. Column 5 must reconcile with prior year returns. If reported costs did not add value, attach an explanation for consideration.

Other schedules

Schedule 3—Land site development

Land site development is defined as anything you do that improves the land, such as draining, filling, leveling, and rocking. Do not include the cost of raw land in the costs reported on any schedule in this report.

Provide the costs of site alteration or improvements, as described above, that occurred during the reporting period, January 1, 2011 through December 31, 2011. The reported cost will not affect the value of improvements on this account. The county assessor will consider the reported costs when appraising the land.

Schedule 4—Real property equipment leased from and/or owned by others

List real property equipment leased from and/or owned by others. Provide lessor's/owner's name, address, and phone number. Describe the asset similarly to Schedule 2-A. Provide yearly lease amount, original lease date, lease expiration date, original cost, option to purchase date, and amount. All real property must be assessed to the owner. The value of the real property equipment leased and owned by others will not be included in the real market value for your account.

Enterprise Zone Instructions

Schedule 5—Buildings and structures

5-A and B — Completed additions and retirements. List all additions and retirements of buildings, structures, and yard improvements that qualify for enterprise zone exemption. Provide the same information as is requested for assets reported on Schedules 1-A and 1-B.

Schedule 5—Machinery and equipment

5-C and D — Completed additions and retirements. List all additions and retirements of machinery and equipment that qualify for enterprise zone exemption. Provide the same information as is requested for assets reported on Schedules 2-A and 2-B.