

******ATTENTION******

BERKELEY COUNTY RESIDENTS

**INSTRUCTIONS FOR FILLING OUT YOUR INDIVIDUAL
PERSONAL PROPERTY AND REAL ESTATE REPORT**

LARRY A. HESS / BERKELEY COUNTY ASSESSOR

Please take a couple of minutes and review the enclosed Personal Property form, front and back. **IF YOU RECEIVE A BLANK FORM, PLEASE PRINT YOUR FULL LEGAL NAME AND COMPLETE ALL SECTIONS THAT APPLY TO YOU. PLEASE SIGN, DATE, AND INCLUDE A PHONE NUMBER ON THE FORM. DEADLINE TO FILE IS OCTOBER 1ST.** There will be no corrections made once our processing is complete and the bills are issued. **IF YOU RECEIVE A PRE-PRINTED FORM, MARK OUT ANY VEHICLES YOU NO LONGER OWN AND RECORD THE VEHICLES YOU OWN ON JULY 1ST. DO NOT LIST YOUR VEHICLE IF IT IS LEASED—the leasing company reports to the Assessor. IF YOUR NAME OR ADDRESS HAS CHANGED, PLEASE CORRECT THAT ON YOUR FORM.**

All appropriate personal property information must be reported on your form. When describing the following: Camping Trailer, Motor Home, Boat Trailer, Boat, Utility Trailer, report the Make, Model, Year, Series, and Size. When Purchase Price is requested, write what you paid and the year purchased.

MOBILE HOMES are to be reported on the Assessment form. Describe the Mobile Home: Name – Year – Size. Please report if you own the land on which the Mobile Home is sitting on. If the land is not owned by you, report the land owner's name, address, and the park name. Please provide the name and phone number of your lender under schedule 2 of the form if your lender will be paying the taxes on your Mobile Home.

HOMESTEAD EXEMPTION: Applications can only be taken between **July 1st and December 1st each year.** To qualify you must be at least 65 years of age or will be 65 before July 1st the following year or 100% totally disabled, have lived in the state of West Virginia for the last two years, and have a written letter from your doctor.

MILITARY APPLICATIONS: Documentation must be attached to Active Military personnel stationed outside WV on July 1st. Exemptions that apply to vehicles owned by active military personnel are authorized under the Soldiers and Sailors Civil Relief Act of 1940 and under Executive Order 9-88. These provisions, respectively, provide property tax exemptions for:

- (1) The non-business personal property owned by a person on active duty who is not a **West Virginia resident**, but who is in West Virginia on military orders.
- (2) A motor vehicle owned by a person on active duty who is a **resident of West Virginia** but who is assigned to permanent duty outside the State, if the vehicle is located outside of West Virginia on July 1, and has been or will be located out of State for a period of not less than 30 consecutive days, including the July 1st assessment day.

FARM APPLICATIONS: Applications are taken each year July 1st thru September 1st (no exceptions). There is a \$1.00 per head charge for every goat and sheep that is of breeding age.

DOG OWNERS: Every dog must have a license tag. All tags are VOID September 30th of each year. Fill out the dog card included with your return and send a check along with your Assessment form and your dog tag will be mailed to you. **All dog tags are \$3.00 per dog.** Dog tags are also available at any time in the Assessor's Office. **Loose dogs with a tag can be returned safely.**

ONLINE FILING AVAILABLE: July 1st thru October 1st for Personal Property only: www.theassessor.org
Failure to return your Assessment form by October 1st each year will cause you the inconvenience of coming into the Assessor's Office and having a Supplemental Tax Bill created after July 15th the following year. Filing your assessment form after October 1st each year will result in you being charged interest and having a \$25.00 penalty applied.

If we can be of assistance, please call Personal Property at 304-264-1904 / 304-267-5098

******ATTENTION NEW RESIDENTS******

Code WV: 17A-3-1A Registration of Vehicles of New Residents: Every owner of a motor vehicle, trailer or other vehicle, shall, within thirty days after taking up residence in the state of West Virginia, apply to the Department of Motor Vehicles and obtain registration and title for the vehicle.

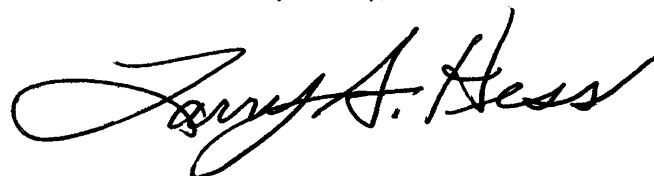
WV Code: 17A-3-3b Motor Vehicles believed illegally unregistered: Assessor to make Verification. On information and belief the Assessor has reason to believe that a motor vehicle has not been properly registered in this state, he or she shall give notice by posting on the vehicle advising the owner of the vehicle to contact the office of the Assessor within fifteen days to verify as to the owners true and actual residency.

******NEW WEBSITE WITH ADDED FEATURES******

www.theassessor.org

New features include but are not limited to: (1) Online filing of your Personal Property form. (2) Link to the Department of Motor Vehicles: Renew your vehicle registration and other services online. (3) Assessor's Tax Maps with aerial photography and other limited information such as owner name, address, account numbers, and assessed values. (4) Link to Sheriff's Tax Office: View your Real or Personal Property tax bill online and print a copy of your receipt. Tax bills can now be paid online with a credit card.

Respectfully,



Larry A. Hess / Berkeley County Assessor