



# DEPARTMENT OF ASSESSING

CITY OF BANGOR

January 13, 2026

REF: Business Personal Property Declaration Form

**See the back of this letter for general instructions on completing the enclosed Business Personal Property Declaration Form.**

**Dear Taxpayer:**

State of Maine law (MRSA 36 Section 708) denotes a tax on business personal property. This tax is assessed annually in accordance to Title 36 of the Maine Revised Statutes, sections 601 & 706A. We are asking that all persons liable to taxation, or qualifying for exemption as pursuant to subchapter 4-C, in the municipality to provide the Assessing Department with a true and perfect list of all the personal property the taxpayer possessed on April 1st of this year.\*

Enclosed is the Business Personal Property List currently on file in our office. Please indicate deletions, retired from use, and quantity changes on this printout. All **additions** should be indicated on the declaration form. You may submit changes in another format if it provides all the same information as the declaration form indicates. **Please do not submit lump sum totals; we require a breakdown of all assets.** Please indicate if the items were purchased new, used, or homemade and the dates and costs at the time of acquisition.

Once the form is completed and signed, **return it to the Assessor's Office by MAY 1st, 2026 by mail or email.** An electronic copy of this form is available at [www.bangormaine.gov](http://www.bangormaine.gov) under the assessing department tab. Your company may fill out this form with the same information and email it to [declarations@bangormaine.gov](mailto:declarations@bangormaine.gov)

**NEW THIS YEAR:** The State of Maine has moved the **BETE Application Deadline to May 1st, 2026.** If you need an extension, you must notify the City of Bangor's Assessor's Office **BEFORE** May 1st with a good reason for the extension. **There is no more automatic extension beyond May 1st.** If an extension is granted, the Assessor will determine the additional filing time.

**IMPORTANT:**

1. If you own personal property on April 1, 2026, you are responsible for the entire year's Personal Property Tax Bill. Tax bills will be issued to all businesses unless the Assessor's Office is notified IN WRITING to the contrary.
2. If this declaration form is not completed and returned, an additional estimated assessment will be added.
3. Under Maine Law taxpayers that do not comply may lose any right to appeal their assessment.

The Assessor's Office is available to assist you with understanding the annual taxation reporting requirements or to answer your questions. You may reach the Assessing Office at 207- 992-4212.

**TAX REFUND:** The State of Maine's Business Equipment Tax Reimbursement (BETR) Program allows for personal property taxes paid on qualified items to be refunded to businesses. To learn more email: [betr.mrs@maine.gov](mailto:betr.mrs@maine.gov)

**TAX EXEMPTION:** The State of Maine's Business Equipment Tax Exemption (BETE) Program allows for a personal property tax exemption on qualified items. Please contact Maine Revenue Services for an application for either BETR or BETE, or check the Property Tax Relief Programs tab at this link: [www.maine.gov/revenue/taxes/property-tax](http://www.maine.gov/revenue/taxes/property-tax)

We look forward to working with you.

*Philip S. Drew*

\*MRS sections 601 & 706A allow the assessor to require that taxpayers answer in writing all proper inquires as to the nature, situation, and value of the taxpayer's property liable to be taxed in the state or subject to exemption pursuant to subchapter 4-C. The list and answers are not conclusive upon the assessor, assessors, chief assessor, or State Tax Assessor.

73 HARLOW STREET, BANGOR, ME 04401  
TELEPHONE: (207) 992-4215 FAX: (207) 945-4433  
[WWW.BANGORMAINE.GOV](http://WWW.BANGORMAINE.GOV)

## GENERAL INFORMATION

The "just market value" for municipal assessment purposes is generally the replacement/historical total cost less depreciation; **items are never depreciated to a zero value.**

**IF YOU OWN PERSONAL PROPERTY ON APRIL 1ST OF A GIVEN YEAR,  
YOU ARE RESPONSIBLE FOR THE PERSONAL PROPERTY TAX BILL.**

## GENERAL INSTRUCTIONS

**THE DECLARATION FORM MUST BE RETURNED. IF YOU FAIL TO SUBMIT A BUSINESS PERSONAL PROPERTY DECLARATION, THE ASSESSOR WILL MAKE AN ESTIMATION.**

The declaration form should be sent back by **MAY 1, 2026.**

### **WHERE TO FILE DECLARATIONS:**

**REGULAR MAIL:** City of Bangor - Department of Assessing, 73 Harlow Street, Bangor, ME 04401  
**An electronic copy from your company with the same information is acceptable.**  
**EMAIL:** [declarations@bangormaine.gov](mailto:declarations@bangormaine.gov)

**MOTORIZED VEHICLES:** This applies to all businesses: **Do not report motorized vehicles that are excised.**

### **→ New or First Time Taxpayers must:**

- a. **LIST:** Submit a complete list of **ALL** personal property; listed under the proper sections on the enclosed declaration form. Lists will be accepted if they provide all information requested in sections 1-5.)
- b. **LUMP SUM TOTALS:** An itemized list of assets must be submitted. Lump sum totals **will not** be accepted.
- c. **FULLY DEPRECIATED ITEMS:** All fully depreciated personal property must be included.
- d. **COST:** Provide original purchase date and total cost.
- e. **LESSEE:** If you are the lessee of the personal property, see instructions below.
- f. **LESSOR:** If you are the lessor of personal property, see instructions below.

### **→ Previously Assessed Taxpayers must:**

- a. **LIST:** List all personal property under the proper sections on the enclosed form.
- b. **DELETED ITEMS:** Indicate on the prior year's list all items removed from premises, replaced or disposed of. **(CD on left-hand side of enclosed list stands for an Assessing code, not quantity.)**
- c. **FULLY DEPRECIATED ITEMS:** All fully depreciated personal property must be included.
- d. **LUMP SUM TOTALS:** An itemized list of assets must be submitted. Lump sum totals **will not** be accepted.
- e. **CLOSED, MOVED, OR SOLD:** If the business has either closed, moved, or been sold since April 1, 2025, return the signed declaration form with the following:
  1. Date of closure, or sale.
  2. Date and address of relocation.
  3. Name and address of the new owner.
- f. **LESSEE:** If you are the lessee of personal property, see instructions below.
- g. **LESSOR:** If you are the lessor of personal property, see instructions below.

### **→ Lessees declaring leased personal property must:**

- a. **OWNER:** Include the full business name and address of the owner.
- b. **LEASED ITEMS:** Identify item(s) being leased. Include information requested in section 4.
- c. **LEASE TERMS:** Provide lease terms, monthly payment, number of months the lease runs, original date of the lease and the original cost of the equipment.
- d. **TERMINATED LEASE:** If lease has been terminated, you must indicate if the equipment has been returned/removed or is a "buyout."
- e. **PARTY IN POSSESSION:** If lease information is not provided, lessee will be assessed as party in possession as allowed under MRSA 36 Section 603

### **PLEASE NOTE THE FOLLOWING DISTINCTIONS:**

**FINANCED EQUIPMENT:** Personal property that is **OWNED** by you, but is financed through another company should be listed as owned in the appropriate sections 1-3.

**LEASED EQUIPMENT:** Section 4 should only have items listed that are **LEASED, LOANED, OR RENTED and OWNED BY ANOTHER PARTY.**

### **→ Lessors declaring leased personal property must:**

- a. **LOCATION:** Specify the exact physical location, lessee name and lessee address.
- b. **LEASED ITEMS:** Provide the information requested on item(s) being leased, see sections 4 & 5.
- c. **TERMINATED LEASE:** If lease has been terminated, you must indicate if the equipment was returned, a "buyout" or given to lessee.