



DENVER
THE MILE HIGH CITY

CITY AND COUNTY OF DENVER
DEPARTMENT OF FINANCE

Assessment Division
Business Personal Property
201 W. Colfax Ave. Dept. 406
Denver, CO 80202
Phone: 720-913-4067
Fax: 720-913-4103
www.denvergov.org/assessor

Dear Taxpayer:

These instructions will assist you through the process of calculating the actual value of your business personal property, for both leasing and non-leasing companies.

You will need a complete asset listing that indicates year of acquisition, description of the asset, and original installed/historical cost. It will also be helpful to print the pages that follow this letter: Class Code, Trend 1, Trend 2, Percent Good, and Condition Code Tables. The Valuation Tables for tax years 2003 through 2009 can be obtained from the Assessor's website by clicking on "Forms", then under Business Personal Property select the "Valuation Table" based on the tax year for which you are calculating the actual value.

The class code table lists the classes that the assessor uses to categorize the property owned by your company. The Trend 1 table brings the cost basis to a current level of value (as of January 1st each year). In other words, if your company bought an asset in 2005, what is the approximate current cost, or also known as replacement cost new (RCN), to replace the item.

The Trend 2 table allows the assessor to adjust or roll back the RCN to a 06/30/2008 level of value as stipulated by Colorado Revised Statutes 39-1-104(12.3) (a) (I).

NOTE: The level of value factor will be frozen at 100% once the equipment is fully depreciated. The date changes every other year, so for 2009 the roll back date will be 06/30/2008. The Percent Good Table allows the assessor to apply depreciation to the cost basis. The Condition Code Table allows the assessor to make adjustments to the cost basis for adding sales tax, obsolescence, etc.

1) The first step of the process is to assign class types to the personal property on your asset listing. Compare the asset descriptions on your asset listing to the descriptions on the class code table. Write the class type next to the asset. Examples of class types are 3300 for office furniture, 4100 for telephone equipment, 4200 for computer equipment—other, 4800 for computer equipment—P.C. and accessories and 4926 for facsimile machines. After you finish assigning a class type to all of the personal property, summarize the information by year and class type. For example, total all of the 2005 class type 3300, and then total all of the 2006 class type 3300, etc.

2) The class code table contains a listing of which trend 1, trend 2, and percent good (depreciation) tables should be used for each class type. For example, class type 3300 personal property uses Trend 1 table # 0310, Trend 2 table # 03A, and depreciation table 10. You need to determine the proper tables for each class type of property.

3) The summarized cost basis for each class type by year is multiplied by a factor from each of the tables as mentioned above. To determine which factors to use, examine each table, and calculate the actual value for tax year 2009. The following example uses office furniture (class type 3300) purchased in 2005.

4) Determine the Trend 1 factor first. The left margin of the Trend 1 table lists year of acquisition and the top margin lists the various Trend 1 tables. The Trend 1 table for class type 3300 is table #0310. Find table # 0310 and go down that column until you get to the factor that corresponds with 2005, which is 115%.

5) Next determine the Trend 2 factor. The Trend 2 table has two columns labeled “Trend 2” and “Reverse Index”. For class type 3300 use the factor from Trend 2 table 03A which has a reverse index of 98%.

6) The last factor to determine is the percent good factor (see DEPR column on the class code table). The left margin of the Percent Good Table indicates year of acquisition and the top margin indicates the average economic life.

For the purposes of this example, our furniture class type 3300 property has a 10 year economic life. To determine the percent good factor, go across the top margin of the Percent Good Table to the 10 year column and go down that column to the factor that corresponds with 2005, which is 71%.

7) To complete the computation of the actual value for each class type by year, multiply the cost basis by the factors noted above. For example, if the summarized total for 2005 class type 3300 property is \$5,500, the actual value would be \$4,401 ($5,500 \times 1.15 \times .98 \times .71 = 4,400.93$ or \$4,401 rounded to the nearest \$1).

8) To determine the total actual value for the personal property owned by the business, add the actual values for all of the class types together.

If you have any questions, please call the Business Personal Property Tax Section at (720) 913-4067.

Sincerely,

Business Personal Property Section

www.denvergov.org/assessor

**CITY AND COUNTY OF DENVER
ASSESSMENT DIVISION
2009 CLASS CODES
ASSIGNMENT OF INDEXES FOR
PERSONAL PROPERTY**

CLASS TYPE	DESCRIPTION	TREND 1	TREND 2	DEPR
3000	FURNITURE			
3100	DRAPES & BLINDS	0110	01A	10
3200	RESTAURANT & BAR FURNITURE	0610	06A	10
3300	OFFICE FURNITURE	0310	03A	10
3400	STORE & WAREHOUSE F & F	0409	04A	09
4000	MACHINERY & EQUIPMENT			
4100	TELEPHONE EQUIPMENT	1300	13A	04a
4200	COMPUTERS - OTHER INCL. STAND-ALONE PERI	1300	13A	04a
4300	ELECTRONIC EQUIPMENT	0306	03A	06
4400	COPIERS	1300	13A	04a
4500	INDUSTRIAL MOBILE EQUIPMENT	0710	07A	10
4600	MISC. EQUIPMENT	0110	01A	10
4700	COMPUTER-INTEGRATED MACHINERY & EQUIP	1300	13A	04
4800	COMPUTERS - P.C. & ACCESSORIES	1300	13A	03a
4901	BAKERY EQUIPMENT	0912	09A	12
4902	BANKING EQUIPMENT	0610	06A	10
4903	BUILDING CONSTRUCTION EQUIP	0706	07A	06
4904	AMUSEMENT/ RECREATION EQUIPMENT	0110	01A	10
4905	STORE & WAREHOUSE EQUIP	0409	04A	09
4906	DRY CLEANING EQUIPMENT	0810	08A	10
4907	GARAGE EQUIPMENT	0210	02A	10
4908	HOTEL EQUIPMENT	0510	05A	10
4909	CONSTRUCTION EQUIPMENT / GOLF CARTS	0706	07A	06
4910	COMMERCIAL LAUNDRY EQUIP	0810	08A	10
4911	COIN-OP LAUNDRY EQUIPMENT	0810	08A	10
4912	LEATHER WORK EQUIPMENT	0110	01A	10
4913	METAL FABRICATION EQUIPMENT	1012	10A	12
4915	PRINTING EQUIPMENT	1111	11A	11
4916	RADIO / TV EQUIPMENT/ MEDICAL EQUIP 6YR	1106	11A	06
4917	RESTAURANT / BAR EQUIPMENT	0610	06A	10
4918	PROFESSIONAL SERV EQUIP/ MEDICAL EQUIP-9YR	0109	01A	09
4919	SCIENTIFIC INSTRUMENT MFG. EQUIP	0110	01A	10
4926	FACSIMILE MACHINES	1300	13A	04a
4927	AUDIO / VIDEO TAPES	1103	11A	03
4928	ELECTRIC MFG. EQUIP	1110	11A	10
4929	ELECTRONIC MFG EQUIPMENT	1106	11A	06
4930	SEMI-CONDUCTOR MFG. EQUIPMENT	1105	11A	05
4931	ELECTRIC WAFER MFG, & R&D EQUIP	1103	11A	03
4932	SPECIAL TOOLS	1003	10A	03
4933	SPECIAL TOOLS RUBBER MFG.	0204	02A	04
4934	PAINT & VARNISH MFG. EQUIPMENT	0210	02A	10
4936	STEEL PRODUCTS MFG. EQUIPMENT	1015	10A	15
4937	CONCRETE-CLAY-GYPSUM-STONE MFG. EQUIP	1015	10A	15
4938	JEWELRY MFG. EQUIPMENT	1012	10A	12
4939	GLASS PRODUCTS MFG. EQUIPMENT	1014	10A	14
4941	APPAREL & TEXTILE MFG. EQUIPMENT	1209	12A	09
4942	PLASTIC PRODUCTS MFG. EQUIPMENT	1211	12A	11
4943	PETRO & GAS GENERAL EQ-10 YR	1210	12A	10
4944	PETRO & GAS ELECTRONIC PUMP 6 YR	1206	12A	06
4945	MOTION PICTURE & TV PRODUCTION EQUIP	1112	11A	12
4946	SATELLITE DISHES	1109	11A	09
4947	CABLE TV DISTRIBUTION EQUIP	1110	11A	10
4948	THEATER EQUIPMENT	0610	06A	10
4950	CANNERIES - FROZEN FOOD MFG. EQUIP	0912	09A	12
4951	SOFT DRINK BOTTLING EQUIP	0912	09A	12
4952	DAIRY - MEAT PACKING EQUIP	0212	02A	12
4953	CANDY CONFECTING MFG. EQUIP	0212	02A	12
4954	SUGAR PRODUCTS MFG. EQUIP	0218	02A	18
4955	CEREAL GRAIN PRODUCTS MFG. EQUIP	0217	02A	17
4956	AMUSEMENT PARK EQUIPMENT	0112	01A	12
4957	CEMENT MFG. EQUIP (NOT CONCRETE)	1020	10A	20
4958	SPECIAL FOOD HANDLING DEVICES	0204	02A	04
4959	MFG. / LESSOR OF OFFICE EQUIPMENT	1300	03A	06
4960	MFG. / LESSOR OF COMPUTER EQUIP	1300	13A	04
4961	PETRO DOUBLE WALLED TANKS	1220	12A	20

CLASS				
<u>TYPE</u>	<u>DESCRIPTION</u>	<u>TREND 1</u>	<u>TREND 2</u>	<u>DEPR</u>
4962	SHOPPING CARTS	0405	04A	05
4963	TELECOMMUNICATION TOWERS	0120	01A	20
4964	FLIGHT SIMULATORS	0110	01A	10
4965	RENEWABLE ENERGY PROPERTY	1400	14A	20
5000	VENDING DEVICES			
5100	AMUSEMENT DEVICES	0110	01A	10
5200	COLD DRINK VENDING MACHINES	0110	01A	10
5300	HOT DRINK VENDING MACHINES	0110	01A	10
5400	VENDING MACHINES	0110	01A	10
5500	VIDEO GAME MACHINES	0106	01A	06
6000	HOUSEHOLD FURNITURE			
6100	APPLIANCES	0510	05A	10
6200	APARTMENT FURNITURE	0510	05A	10
6300	HOTEL/ MOTEL FURNITURE	0510	05A	10
6400	LAUNDRY EQUIPMENT	0810	08A	10
6500	RESTAURANT EQUIPMENT	0610	06A	10
6600	SENIOR CITIZEN HOME FURNITURE	0510	05A	10
6700	APARTMENT DRAPES & BLINDS	0510	05A	10
6800	RENTAL FURNITURE 5 YR LIFE	0505	05A	05
7000	AFFIXED PROPERTY			
7100	SECURITY SYSTEM	0106	01A	06
7200	BANKING AFFIXED PROPERTY	0610	06A	10
7300	AFFIXED PROP/WIRING/SIGNS/ COMP ROOM	0110	01A	10
7400	COMPUTER ROOM IMPROVEMENTS	0110	01A	10
7500	POWER WIRING	0110	01A	10
7600	SIGNS	0110	01A	10
7909	BILLBOARDS / BANK VAULT DOORS	0120	01A	20
8000	ALL OTHER PROPERTY			
8200	ALL OTHER PROPERTY	0110	01A	10
8300	FILM	1106	11A	06
8400	LIBRARIES	0110	01A	10
8700	WORKS OF ART	1300	01A	100
9500	ESTIMATED ADDITIONS			
9500	ESTIMATED ADDITIONS	1300	01A	100
9600	STATE ASSESSED			
9600	STATE ASSESSED	1300	13A	100

<u>CLASS TYPE</u>	<u>DESCRIPTION</u>	<u>TREND 1</u>	<u>TREND 2</u>	<u>DEPR</u>
PREVIOUSLY LEASED EQUIPMENT				
3101	PREVIOUSLY LEASED DRAPES / BLINDS	0110	01A	10
3201	PREVIOUSLY LEASED REST / BAR F&F	0610	06A	10
3301	PREVIOUSLY LEASED OFFICE FURNITURE	0310	03A	10
3401	PREVIOUSLY LEASED STORE & WHSE F&F	0409	04A	09
4101	PREVIOUSLY LEASED PHONE EQUIPMENT	1300	13A	04a
4201	PREV LEASED COMPUTER EQUIPMENT -OTHER	1300	13A	04a
4301	PREVIOUSLY LEASED ELECTRONIC EQUIPMENT	0306	03A	06
4401	PREVIOUSLY LEASED COPIERS	1300	13A	04a
4501	PREVIOUSLY LEASED MOBILE EQUIPMENT	0706	07A	06
4601	PREVIOUSLY LEASED MISC. EQUIPMENT	0110	01A	10
4701	PREV LEASED COMPUTER INTEGRATED MACH	1300	13A	04
4802	PREVIOUSLY LEASED BANKING EQUIPMENT	0610	06A	10
4803	PREVIOUSLY LEASED CONSTRUCTION EQUIP	0706	07A	06
4804	PREVIOUSLY LEASED RECREATION EQUIPMENT	0110	01A	10
4805	PREVIOUSLY LEASED STORE & WHSE EQUIP	0409	04A	09
4806	PREVIOUSLY LEASED DRY CLEANING EQUIP	0810	08A	10
4807	PREVIOUSLY LEASED GARAGE EQUIP	0210	02A	10
4808	PREVIOUSLY LEASED HOTEL EQUIP	0510	05A	10
4809	PREVIOUSLY LEASED CONSTRUCTION EQUIP	0706	07A	06
4810	PREVIOUSLY LEASED LAUNDRY EQUIPMENT	0810	08A	10
4813	PREVIOUSLY LEASED METAL WORK EQUIP	1012	10A	12
4815	PREVIOUSLY LEASED PRINTING EQUIPMENT	1111	11A	11
4816	PREVIOUSLY LEASED RADIO / TV EQUIP	1106	11A	06
4817	PREVIOUSLY LEASED REST / BAR EQUIP	0610	06A	10
4818	PREVIOUSLY LEASED PROFESSIONAL SVC EQUIP	0109	01A	09
4826	PREVIOUSLY LEASED FAX MACHINES	1300	13A	04a
4828	PREVIOUSLY LEASED ELECTRIC MFG. EQUIP	1110	11A	10
4829	PREVIOUSLY LEASED ELECTRONIC EQUIPMENT	1106	11A	06
4834	PREVIOUSLY LEASED PAINT MFG EQUIPMENT	0210	02A	10
4835	PREVIOUSLY LEASED CHEMICAL MFG EQUIP	1110	11A	10
4839	PREVIOUSLY LEASED GLASS MFG EQUIP	1014	10A	14
4840	PREVIOUSLY LEASED WOOD MFG EQUIP	1110	11A	10
4841	PREVIOUSLY LEASED TEXTILE MFG EQUIP	1209	12A	09
4842	PREVIOUSLY LEASED PLASTIC MFG EQUIP	1211	12A	11
4846	PREVIOUSLY LEASED SATELLITE EQUIP	1109	11A	09
4847	PREVIOUSLY LEASED CABLE TV EQUIP	1110	11A	10
4848	PREVIOUSLY LEASED THEATER EQUIPMENT	0610	06A	10
4849	PREVIOUSLY LEASED BARBER EQUIPMENT	0110	01A	10
4852	PREVIOUSLY LEASED DAIRY / MEAT EQUIP	0212	02A	12
5101	PREVIOUSLY LEASED VENDING EQUIPMENT	0110	01A	10
5501	PREVIOUSLY LEASED VIDEO GAMES	0106	01A	06
6101	PREVIOUSLY LEASED APPLIANCES	0510	05A	10
6201	PREVIOUSLY LEASED APT FURNITURE	0510	05A	10
7101	PREVIOUSLY LEASED SECURITY EQUIP	0106	01A	06
7301	PREVIOUSLY LEASED AFFIXED PROPERTY	0110	01A	10
7601	PREVIOUSLY LEASED SIGNS	0110	01A	10
8202	ALL OTHER PREVIOUSLY LEASED	0110	01A	10
8701	PREVIOUSLY LEASED WORKS OF ART	1300	01A	100

**CITY AND COUNTY OF DENVER
ASSESSMENT DIVISION**

2009 TREND 2 TABLES

**PERSONAL PROPERTY
ADJUSTMENT FOR 2009 ASSESSMENT YEAR**

June 30, 2008 Level of Value

<u>Trend 2</u>	<u>Reverse Index %</u>
1A	0.97
2A	0.97
3A	0.98
4A	0.98
5A	0.98
6A	0.98
7A	0.98
8A	0.97
9A	0.97
10A	0.97
11A	0.97
12A	0.97
13A	1.00
14A	0.97
44A	1.00

Note: When personal property reaches its fully depreciated value, the LOV adjustment factor is frozen at 1.00.

**CITY AND COUNTY OF DENVER
ASSESSMENT DIVISION**

PERCENT GOOD TABLE 2009

Average Economic Life

Acq. Yr.	Age	3	3a	4	4a	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
2008	1	69	44	77	50	83	86	89	91	92	94	94	95	96	96	97	97	97	98	98	98
2007	2	39	23	55	36	65	72	77	81	84	87	88	90	91	92	93	94	95	95	96	96
2006	3	18	13	35	22	48	58	65	71	76	79	82	84	86	88	90	91	92	93	93	94
2005	4	15	7	19	13	32	44	53	61	66	71	75	79	81	84	85	87	89	90	91	92
2004	5	15	7	20	32	41	51	57	63	68	72	76	79	81	83	85	87	88	89	
2003	6	15	21	31	40	48	55	61	66	70	74	77	79	82	84	85	87		
2002	7	15	22	32	40	47	54	59	64	68	72	75	78	80	82	84		
2001	8	15	23	32	39	47	52	58	63	67	70	74	77	79	81		
2000	9	15	24	32	38	46	52	57	62	66	69	73	76	78		
1999	10	15	25	32	40	45	51	56	61	65	69	72	75		
1998	11	15	26	32	39	46	51	56	60	64	68	71		
1997	12	22	27	33	39	46	51	55	60	64	68		
1996	13	15	24	28	36	40	45	49	55	60	64	
1995	14	15	25	29	36	42	45	52	56	60	
1994	15	19	24	31	37	42	47	52	56	
1993	16	15	22	25	32	38	43	48	52
1992	17	15	24	27	33	38	43	48
1991	18	15	26	28	34	39	44
1990	19	22	24	30	35	40
1989	20	15	20	26	31	36
1988	21	19	22	28	33
1987	22	15	18	24	29
1986	23	15	21	26
1985	24	15	24
1984	25	21
1983	26	15

Source: Division of Property Taxation

SPECIAL CODES: 100 = 100%

**CITY AND COUNTY OF DENVER
ASSESSMENT DIVISION**

2009 CONDITION CODE TABLES

<u>CODES</u>	<u>FACTORS</u>	<u>CONDITION</u>
A	1.00	Average Condition
E	1.10	Excellent Condition
F	0.95	Fair Condition
G	1.05	Good Condition
H	0.50	50% Obsolescence
P	0.90	Poor Condition
R	0.75	25% Obsolescence
X	0.25	75% Obsolescence
1	1.071	Plus 7.1% Sales Tax
2	1.072	Plus 7.2% Sales Tax
3	1.073	Plus 7.3% Sales Tax
5	1.065	Plus 6.5% Sales Tax
6	1.066	Plus 6.6% Sales Tax
8	1.042	Plus 4.2% Sales Tax
9	1.043	Plus 4.3% Sales Tax