



JOHN W. HICKENLOOPER
Mayor

CITY AND COUNTY OF DENVER

DEPARTMENT OF REVENUE

ASSESSMENT DIVISION
BUSINESS PERSONAL PROPERTY
201 WEST COLFAX AVENUE
DEPT. 406
DENVER, COLORADO 80202
PHONE (720) 913-4067
FAX: (720) 913-4103
www.denvergov.org/assessor

Dear Taxpayer:

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

In order to start the process you will need a complete asset listing that indicates year of acquisition, description of the asset and cost basis. Then, download and print the class code, trend 1, trend 2, percent good, and condition code tables from the “Valuation Tables” section of the “Forms” option on the Assessors web page.

Let us take a moment to discuss the valuation tables. The class code table lists the classes that the assessor uses to categorize the property owned by your company. For example, all office furniture is class code 3300; telephone equipment is class 4100, etc. 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 1999, what is the approximate current cost (replacement cost new) to replace the item being appraised (RCN). The trend 2 table allows the assessor to adjust (roll back) the RCN to a 06/30/2002 level of value as stipulated by Colorado Revised Statutes 39-1-104(12.3)(a)(I). The date changes every other year, so in 2003 and 2004 the roll back date will be 06/30/2002. 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 have finished assigning a class type to all of the personal property, summarize the information by year and class type. For example, total all of the 1997 class type 3300, and then total all of the 1998 class type 3300, etc.

2) The class code table contains a listing of which trend 1, trend 2 and percent good (Depr) 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 Depr table 10. You will need to determine the proper tables for each class type of property.

3) The summarized cost basis for each class type by year will be multiplied by a factor from each of the tables mentioned in section 2 (above). In order to determine which factors to use, let’s look at each table using 2002 class type 3300 property as an example. The trend 1 factor should be

determined first. The left margin of the trend 1 table lists year of acquisition and the top margin lists the various trend 1 tables. As stated above, the trend 1 table for class type 3300 is table # 0310, so go across the top margin and find table # 0310 and then go down that column until you get to the factor that corresponds with 2002, which is 102%. Next, we must determine the trend 2 factor. The trend 2 table has two columns "Trend 2" and "Reverse Index"; for class type 3300 we will use the factor from trend 2 table 03A which has a reverse index of 98%. The last factor that needs to be determined is the percent good factor. The left margin of the percent good table indicates year of acquisition and the top margin indicates the average economic life. Class type 3300 property has a 10 year economic life, as noted above, so to determine the percent good factor go across the top margin to the 10 year column and go down the column to the factor that corresponds with 2002, which is 85%.

5) Now, to complete the computation of the actual value for each class type by year you must multiply the cost basis by the factors noted above. For example, if the summarized total for 2002 class type 3300 property is \$5,000 the actual value would be \$4,250 ($5,000 \times 1.02 \times .98 \times .85 = 4,248.30$ or \$4,250 rounded to the nearest \$10). To determine the total actual value for the personal property owned by the business, simply add the actual values for all of the class types together.

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

Sincerely,

Business Personal Property Section.

2004

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 Equip.	1300	13A	04
4200	Computers - Other Incl. Stand-Alone Peri	1300	13A	04a
4300	Electronic Equip.	0306	03A	06
4400	Copiers	1300	13A	05
4500	Industrial Mobile Equip.	0710	07A	10
4600	Misc. Equip.	0110	01A	10
4700	Computer-Integrated Machinery & Equip.	1300	13A	04
4800	Computers - PC & Accessories	1300	13A	03a
4901	Bakery Equip.	0912	09A	12
4902	Banking Equip.	0610	06A	10
4903	Building Construction Equip.	0706	07A	06
4904	Amusement/Recreation Equip.	0110	01A	10
4905	Store & Warehouse Equip.	0409	04A	09
4906	Dry Cleaning Equip.	0810	08A	10
4907	Garage Equip.	0210	02A	10
4908	Hotel Equip.	0510	05A	10
4909	Construction Equip.	0706	07A	06
4910	Commercial Laundry Equip.	0810	08A	10
4911	Coin-Op Laundry Equip.	0810	08A	10
4912	Leather Work Equip.	0110	01A	10
4913	Metal Fabrication Equip.	1012	10A	12
4915	Printing Equip.	1111	11A	11
4916	Radio/TV Equip./Medical Equip. 6Yr	1106	11A	06
4917	Restaurant & Bar Equip.	0610	06A	10
4918	Professional Service Equip./Medical Equip. 9Yr	0109	01A	09
4919	Scientific Instrument Mfg. Equip./Medical Equip. 10Yr	0110	01A	10
4926	Facsimile Machines	1300	13A	04
4927	Audio/Video Tapes	1103	11A	03
4928	Electric Mfg. Equip.	1110	11A	10
4929	Electronic Mfg. Equip.	1106	11A	06
4930	Semi-Conductor Mfg. Equip.	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. Equip.	0210	02A	10
4936	Steel Products Mfg. Equip.	1015	10A	15
4937	Concrete/Clay/Gypsum/Stone Mfg. Equip.	1015	10A	15

2004

Class Codes
Assignment of Indexes for Personal Property

Class Type	Description	Trend 1	Trend 2	Depr
4938	Jewelry Mfg. Equip.	1012	10A	12
4939	Glass Products Mfg. Equip.	1014	10A	14
4941	Apparel & Textiles Mfg. Equip.	1209	12A	09
4942	Plastic Products Mfg. Equip.	1211	12A	11
4943	Petro & Gas General Equip. 10Yr	1210	12A	10
4944	Petro & Gas Electronic Pump 6Yr	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 Equip.	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 Equip.	0112	01A	12
4957	Cement Mfg. Equip. (not concrete)	1020	10A	20
4958	Special Food Handling Devices	0204	02A	04
4959	Manufacturer/Lessor of Office Equip.	1300	03A	06
4960	Manufacturer/Lessor of Computer Equip.	1300	13A	04
4961	Petro Double-Walled Tanks	1220	12A	20
4962	Shopping Carts	0405	04A	05
4963	Telecommunications Towers	0120	01A	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 Equip.	0810	08A	10
6500	Restaurant Equip.	0610	06A	10
6600	Senior Citizen Home Furniture	0510	05A	10
6700	Apartment Drapes & Blinds	0510	05A	10
6800	Rental Furniture 5Yr	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

2004

Class Codes
Assignment of Indexes for Personal Property

Class Type	Description	Trend 1	Trend 2	Depr
7400	Computer Room Improvements	0110	01A	10
7500	Power Wiring	0110	01A	10
7600	Signs	0110	01A	10
7700	Telephone Equip.	1300	13A	04
7909	Billboards	0120	01A	20
8000	All Other Property			
8200	All Other Property	0110	01A	10
8300	Film	1106	11A	06
8400	Libraries	0110	01A	10
8500	Linens	0510	05A	10
8600	Restaurant Utensils	0610	06A	10
8700	Works of Art	1300	01A	100
9500	Estimated Additions	1300	01A	100
9600	State Assessed	1300	13A	100
	Previously Leased			
3101	Prev. Leased Drapes & Blinds	0110	01A	10
3201	Prev. Leased Restaurant & Bar F & F	0610	06A	10
3301	Prev. Leased Office Furniture	0310	03A	10
3401	Prev. Leased Store & Warehouse F & F	0409	04A	09
4101	Prev. Leased Phone Equip.	1300	13A	04
4201	Prev. Leased Computer Equip. - Other	1300	13A	04a
4301	Prev. Leased Electronic Equip.	0306	03A	06
4401	Prev. Leased Copiers	1300	13A	05
4501	Prev. Leased Mobile Equip.	0706	07A	06
4601	Prev. Leased Miscellaneous Equip.	0110	01A	10
4701	Prev. Leased Computer Integrated Equip.	1300	13A	04
4802	Prev. Leased Banking Equip.	0610	06A	10
4803	Prev. Leased Construction Equip.	0706	07A	06
4804	Prev. Leased Recreation Equip.	0110	01A	10
4805	Prev. Leased Store & Warehouse Equip.	0409	04A	09
4806	Prev. Leased Dry Cleaning Equip.	0810	08A	10
4807	Prev. Leased Garage Equip.	0210	02A	10
4808	Prev. Leased Hotel Equip.	0510	05A	10
4809	Prev. Leased Construction Equip.	0706	07A	06
4810	Prev. Leased Laundry Equip.	0810	08A	10
4813	Prev. Leased Metal Work Equip.	1012	10A	12
4815	Prev. Leased Printing Equip.	1111	11A	11
4816	Prev. Leased Radio/TV Equip.	1106	11A	06
4817	Prev. Leased Restaurant & Bar Equip.	0610	06A	10
4818	Prev. Leased Professional Services Equip.	0109	01A	09
4826	Prev. Leased Fax Machines	1300	13A	04
4828	Prev. Leased Electric Mfg. Equip.	1110	11A	10

2004

Class Codes
Assignment of Indexes for Personal Property

Class Type	Description	Trend 1	Trend 2	Depr
4829	Prev. Leased Electronic Equip.	1106	11A	06
4834	Prev. Leased Paint Mfg. Equipment	0210	02A	10
4835	Prev. Leased Chemical Mfg. Equip.	1110	11A	10
4839	Prev. Leased Glass Mfg. Equip.	1014	10A	14
4840	Prev. Leased Wood Mfg. Equip.	1110	11A	10
4841	Prev. Leased Textile Mfg. Equip.	1209	12A	09
4842	Prev. Leased Plastic Mfg. Equip.	1211	12A	11
4846	Prev. Leased Satellite Equip.	1109	11A	09
4847	Prev. Leased Cable TV Equip.	1110	11A	10
4848	Prev. Leased Theater Equip.	0610	06A	10
4849	Prev. Leased Barber Equip.	0110	01A	10
4852	Prev. Leased Dairy/Meat Equip.	0212	02A	12
5101	Prev. Leased Vending Equip.	0110	01A	10
5501	Prev. Leased Video Games	0106	01A	06
6101	Prev. Leased Appliances	0510	05A	10
6201	Prev. Leased Apartment Furniture	0510	05A	10
7101	Prev. Leased Security Equip.	0106	01A	06
7301	Prev. Leased Affixed Property	0110	01A	10
7601	Prev. Leased Signs	0110	01A	10
8202	All Other Prev. Leased	0110	01A	10
8701	Prev. Leased Works of Art	1300	01A	100

2004

**Trend 1 Table
Personal Property Replacement Cost New Factors**

	0106	0108	0109	0110	0112	0113	0115	0120	0204	0210	0212	0214	0217
	DPT 1	DPT 1	DPT 1	DPT 1	DPT 1	DPT 1	DPT 1	DPT 1	DPT 2	DPT 2	DPT 2	DPT 2	DPT 2
	6 YR	8 YR	9 YR	10 YR	12 YR	13 YR	15 YR	20 YR	4 YR	10 YR	12 YR	14 YR	17 YR
2003	100	100	100	100	100	100	100	100	100	100	100	100	100
2002	102	102	102	102	102	102	102	102	102	102	102	102	102
2001	103	103	103	103	103	103	103	103	103	103	103	103	103
2000	104	104	104	104	104	104	104	104	103	103	103	103	103
1999	106	106	106	106	106	106	106	106	105	105	105	105	105
1998	106	106	106	106	106	106	106	106	104	106	106	106	106
1997	107	107	107	107	107	107	107	107	104	106	106	106	106
1996	107	109	109	109	109	109	109	109	105	108	108	108	108
1995	107	110	110	110	110	110	110	110	104	109	109	109	109
1994	111	112	114	114	114	114	114	114	107	113	113	113	113
1993	112	114	116	117	117	117	117	117	110	116	116	116	116
1992	113	116	116	118	120	120	120	120	110	117	118	118	118
1991	114	115	118	118	121	121	121	121	111	117	120	120	120
1990	114	117	118	120	122	124	124	124	110	119	121	122	122
1989	116	120	120	121	123	125	127	127	"	120	123	126	126
1988	119	124	126	126	130	130	134	134	"	125	129	130	132
1987	"	128	129	131	133	135	137	139	"	130	131	134	138
1986	"	125	130	131	134	135	138	141	"	130	132	136	139
1985	"	"	127	131	134	135	139	143	"	130	133	134	139
1984	"	"	"	129	134	136	138	145	"	128	133	135	139
1983	"	"	"	"	137	138	141	149	"	"	135	139	143
1982	"	"	"	"	134	139	143	149	"	"	134	139	143
1981	"	"	"	"	"	141	147	154	"	"	"	145	149
1980	"	"	"	"	"	"	161	170	"	"	"	156	165
1979	"	"	"	"	"	"	171	183	"	"	"	"	179
1978	"	"	"	"	"	"	"	199	"	"	"	"	194
1977	"	"	"	"	"	"	"	213	"	"	"	"	203
1976	"	"	"	"	"	"	"	221	"	"	"	"	"
1975	"	"	"	"	"	"	"	232	"	"	"	"	"
1974	"	"	"	"	"	"	"	251	"	"	"	"	"

2004

Trend 1 Table
Personal Property Replacement Cost New Factors

	1210	1211	1212	1214	1215	1220	1300
	DPT 12	DPT 12	DPT 12	DPT 12	DPT 12	DPT 12	DPT 13
	<u>10 YR</u>	<u>11 YR</u>	<u>12 YR</u>	<u>14 YR</u>	<u>15 YR</u>	<u>20 YR</u>	<u>100%</u>
2003	100	100	100	100	100	100	100
2002	103	103	103	103	103	103	"
2001	104	104	104	104	104	104	"
2000	105	105	105	105	105	105	"
1999	106	106	106	106	106	106	"
1998	107	107	107	107	107	107	"
1997	108	108	108	108	108	108	"
1996	110	110	110	110	110	110	"
1995	113	113	113	113	113	113	"
1994	117	117	117	117	117	117	"
1993	119	119	119	119	119	119	"
1992	118	120	120	120	120	120	"
1991	117	119	121	121	121	121	"
1990	119	120	122	124	124	124	"
1989	120	122	123	127	127	127	"
1988	125	126	129	132	134	134	"
1987	130	131	131	135	137	139	"
1986	128	130	131	134	136	140	"
1985	126	128	130	132	134	140	"
1984	123	128	129	133	133	142	"
1983	"	125	130	134	135	144	"
1982	"	"	126	133	135	143	"
1981	"	"	"	140	141	150	"
1980	"	"	"	151	157	167	"
1979	"	"	"	"	168	182	"
1978	"	"	"	"	"	198	"
1977	"	"	"	"	"	212	"
1976	"	"	"	"	"	220	"
1975	"	"	"	"	"	230	"
1974	"	"	"	"	"	248	"

2004

Trend 2 Table - Adjustment

June 30, 2002 Level of Value

<u>Trend 2</u>	<u>Reverse Index %</u>
1A	0.98
2A	0.98
3A	0.98
4A	0.98
5A	0.99
6A	0.98
7A	0.98
8A	0.98
9A	0.98
10A	0.98
11A	0.98
12A	0.97
13A	1.00

These percentages apply to all years of acquisition.

Percent Good Table - Average Economic Life

		Age																				
		3	3a	4	4a	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Acquisition Year	2003	68	52	76	63	82	85	88	90	91	92	93	94	95	95	96	96	97	97	97	98	
	2002	38	31	53	43	63	70	75	79	82	85	87	88	90	91	92	93	93	94	94	95	
	2001	17	18	33	26	46	56	63	69	73	77	79	82	84	86	87	88	90	91	91	92	
	2000	15	7	18	17	31	41	50	58	63	68	72	75	78	80	82	84	86	87	88	89	
	1999			15	7	19	30	39	47	54	60	64	68	72	75	78	80	82	83	85	86	
	1998					15	19	28	37	44	51	57	62	66	69	72	75	77	80	81	83	
	1997						15	20	29	37	43	50	55	60	64	67	70	73	76	78	80	
	1996							15	21	29	35	42	48	53	58	62	65	68	71	74	76	
	1995								15	21	28	34	41	47	52	56	60	64	67	70	73	
	1994									15	22	28	35	40	46	51	56	59	63	66	69	
	1993										15	23	28	35	41	46	50	54	58	62	65	
	1992											19	24	28	35	40	45	49	54	58	61	
	1991											15	20	25	31	35	40	43	49	54	57	
	1990												15	22	25	31	37	40	46	50	53	
	1989													17	20	26	32	37	41	45	49	
	1988														15	18	21	27	32	37	41	45
	1987															15	20	22	28	33	37	41
	1986																15	22	24	29	33	37
	1985																	18	20	25	29	34
	1984																	15	16	21	26	30
1983																		15	18	23	27	
1982																		15	15	20	24	
1981																			15	17	21	
1980																				15	19	
1979																					17	
1978																					15	

Source: Division of Property Taxation
Special Codes: 100 = 100%

2004

Condition Code Table

<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