



**INSTRUCTIONS. Read carefully to obtain directions for the allocation of your personal property to Sections A - N.**

All Tangible Personal Property in your possession at this location, including fully depreciated and expensed assets, must be reported in one of the Sections A through N. If you had "Move-Ins" of used property, you must also complete Form 3966, *2008 Taxpayer Report of Personal Property "Move-Ins" Occurring During 2007*. "Move-Ins" are items of assessable personal property (hereafter referred to as "property") that were not assessed in this city or township in 2007, including (1) purchases of used property, (2) used property you moved in from a location outside this city or township, (3) property that was exempt in 2007 (such as exempt Industrial Facilities Tax property), and (4) property that you mistakenly omitted from your statement in 2007. "Move-Ins" DO NOT include property that has been moved from another location WITHIN this city or township or that was assessed to another taxpayer within this city or township in 2007 (i.e., property reported by a previous owner or previously leased property reported by the lessor in 2007). All "Move-Ins" must be reported on this page 2 and on Form 3966. Do not report 2007 acquisitions of new property on Form 3966.

Did you have "move-ins"?  Yes  No

SECTION A: Including Furniture and Fixtures		Assessor Calculations
2007	.91	
2006	.80	
2005	.69	
2004	.61	
2003	.53	
2002	.47	
2001	.42	
2000	.37	
1999	.33	
1998	.29	
1997	.27	
1996	.24	
1995	.22	
1994	.19	
1993	.12	
Prior	.12	
TOTALS	A1	A2

SECTION B: Including Machinery and Equipment		Assessor Calculations
2007	.89	
2006	.76	
2005	.67	
2004	.60	
2003	.54	
2002	.49	
2001	.45	
2000	.42	
1999	.38	
1998	.36	
1997	.33	
1996	.31	
1995	.29	
1994	.28	
1993	.23	
Prior	.23	
TOTALS	B1	B2

SECTION C: Including Rental Videotapes and Games		Assessor Calculations
2007	.76	
2006	.53	
2005	.29	
2004	.05	
Prior	.05	
TOTALS	C1	C2

SECTION D: Including Office, Electronic, Video and Testing Equipment		Assessor Calculations
2007	.84	
2006	.64	
2005	.55	
2004	.49	
2003	.44	
2002	.41	
2001	.38	
2000	.35	
1999	.33	
1998	.31	
1997	.29	
1996	.28	
1995	.26	
1994	.25	
1993	.17	
Prior	.17	
TOTALS	D1	D2

SECTION E: Including Consumer Coin Operated Equipment		Assessor Calculations
2007	.92	
2006	.85	
2005	.77	
2004	.69	
2003	.61	
2002	.54	
2001	.46	
2000	.38	
1999	.30	
1998	.23	
1997	.15	
Prior	.15	
TOTALS	E1	E2

SECTION F: Including Computer Equipment		Assessor Calculations
2007	.60	
2006	.44	
2005	.32	
2004	.24	
2003	.19	
2002	.15	
2001	.08	
Prior	.08	
TOTALS	F1	F2

**COST GRAND TOTAL (for page 2)**

**TAXPAYER:** Add totals from cost columns of Sections A-F (A1-F1). Enter grand total here and carry to line 10a, page 1.

\$

**TRUE CASH VALUE GRAND TOTAL (for page 2)**

**ASSESSOR:** Add True Cash Value totals from Sections A-F (A2-F2). Enter grand total here and carry to line 10b, page 1.

\$

Parcel No.

**SECTION G - Other Assessable Personal Property Which You Own**

Assessable Tangible Personal Property in your possession that is not entitled to depreciation under Generally Accepted Accounting Principals (GAAP) (e.g. fine art) or that the assessor has told you to report in this section or that is otherwise described in the instructions should be reported under this section. Any Personal Property reported in this section should not be reported elsewhere on Form L-4175. See instructions. Attach additional sheets, if necessary.

Description of Property	Acquisition Cost New	Acquisition Year	True Cash Value Assessor's Calculations
<b>Total Acquisition Cost New</b>	<b>G1</b>		<b>G2</b>

**SECTION H - Standard Tooling**

You must report your standard tooling in this Section. Complete both columns. Notice that GAAP (Generally Accepted Accounting Principals) net book value, as reported in this section, must implement accounting "changes in estimate", even if not otherwise material. Any Personal Property reported in this section should not be reported elsewhere on Form L-4175. See Instructions.

Acquisition Year	Acquisition Cost New	GAAP Net Book Value
2007		
2006		
2005		
Prior		
<b>Total Acquisition Cost</b>	<b>H1</b>	<b>H2</b>

**SECTION I - Qualified Personal Property**

INCLUDE ONLY "Qualified Personal Property" as defined by Michigan Compiled Laws 211.8a (6)(c). See instructions. Attach extra schedules, if necessary, following the same format as below. Any Personal Property reported in this section should not be reported elsewhere on Form L-4175.

Description of Equipment and Model or Serial Number	Owner Name and Complete Mailing Address	Original Cost Installed	Date of Installation	Lease Term In Months	Year of Manufacture	Total Average Monthly Rental	%	TCV to be Completed by Assessor
<b>Total Installed Cost</b>	<b>I1</b>							<b>I2</b>

**SECTION J - Leased Property in Your Possession Which Is Not Qualified Personal Property**

Property you are leasing from another person or entity should be reported under this section. "Qualified" Personal Property should be reported under Section I. See instructions. Attach additional sheets if necessary. Any Personal Property reported in this section should not be reported elsewhere on Form L-4175.

Lease No.	Name & Address of Lessor	Description of Equipment	Lease Term (in months)	Monthly Rental	1st Year in Service	Selling Price New (estimate, if necessary)
<b>Total Selling Price New</b>						<b>J1</b>

**SECTION K - Other Personal Property in Your Possession Which You Do Not Own**

Property not owned by you but in your possession on December 31, 2007 under arrangements other than a lease agreement should be reported under this section. See instructions. Any Personal Property reported in this section should not be reported elsewhere on Form L-4175. Attach additional sheets if necessary.

Name & Address of Owner	Description of Equipment	Age (estimate if necessary)	Selling Price New (estimate, if necessary)
<b>Total Selling Price New</b>			<b>K1</b>

**COST GRAND TOTAL (for page 3)**

**TAXPAYER:** Add Total Costs and Selling Prices from Sections G-K (G1-K1). Enter grand total here and carry to line 11a, page 1.

\$

**TRUE CASH VALUE GRAND TOTAL (for page 3)**

**ASSESSOR:** Add True Cash Value totals from Sections G-I (G2-I2). Enter grand total here and carry to line 11b, page 1.

\$

**SECTION L - Detail of Leases (This Section is Completed by Leasing Companies)**

Equipment that you lease to others should be reported under this section. Notice: You must also complete Sections A - F on Page 2. See instructions. You may use attachments in lieu of completing this section if the attachments contain the information requested below, in the same format, and if you complete the Tables on Page 2. Attach additional sheets, if necessary.

Are you a manufacturer of equipment?  Yes  No

Lease No.	Name & Address of Lessee	Location of Equipment	Type of Equipment	Lease Period (Mo.)	Monthly Rental	1st Year in Service	Manufacturer Cost	Original Selling Price
<b>Total Original Selling Price</b>								

**SECTION M - Leasehold Improvements**

All Leasehold Improvements made at your place of business should be reported under this section, even if you believe that the improvements are not subject to assessment as Personal Property. Provide as much detail as possible so that the assessor can determine whether an assessment should be made. You may attach additional explanation and/or copies of "fixed asset" records, if the documents attached provide all of the information requested below and if you insert the total original cost in "Total Cost Incurred" below. Trade fixtures and installation costs of machinery and equipment must be reported in Sections A through I. See instructions. Any Personal Property reported in this section should not be reported elsewhere on Form L-4175.

Year Installed	Description (Describe in detail)	Original Cost	STC Multiplier	True Cash Value Assessor's Calculation
<b>Total Cost Incurred</b>			<b>M1</b>	<b>M2</b>

**SECTION N - Buildings and Other Structures on Leased or Public Land and All Freestanding Signs and Billboards**

Costs of Freestanding Communications Towers and Equipment Buildings at Tower sites (unless reported on Form 4452), and Costs of Freestanding Signs and Billboards must also be reported under this Section. Any Personal Property reported in this section should not be reported elsewhere on Form L-4175. Attach additional sheets, if necessary.

Check this box if you believe that these structures are already assessed as part of the real property.

Address or Location of Building	Year Originally Built	Total Capitalized Cost	True Cash Value Assessor's Calculation *
<b>Total Capitalized Cost</b>		<b>N1</b>	<b>N2</b>

**SECTION O - Rental Information.** See Instructions. (Attach additional sheets, if necessary.)

**IF YOU ARE THE TENANT**

Name and address of landlord \_\_\_\_\_

Is your landlord the owner of the property?  Yes  No If you are a sublessee, enter the name and address of the owner of the property \_\_\_\_\_

**IF YOU ARE THE LANDLORD**

Name and address of tenant \_\_\_\_\_

Are you the owner of the property?  Yes  No If you are a sublessor, enter the name and address of the owner of the property \_\_\_\_\_

**TO BE COMPLETED REGARDLESS OF WHETHER YOU ARE THE LANDLORD OR TENANT**

Address of property rented or leased \_\_\_\_\_

Date that current lease or rental arrangement started \_\_\_\_\_.

Date current lease will expire, if other than a month to month tenancy \_\_\_\_\_ Monthly rental \$ \_\_\_\_\_

Are there options to renew the lease?  Yes  No

Expenses (e.g. taxes, electric, gas, etc.) paid by the tenant \_\_\_\_\_

Square feet of space occupied by the tenant \_\_\_\_\_

Assessor Value
<b>O2</b>

**COST GRAND TOTAL** (for page 4)

**TAXPAYER:** Add Total Cost Incurred from Section M and Total Capitalized Cost from Section N (M1 and N1). Enter grand total here and carry to line 12a, page 1.

\$
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**TRUE CASH VALUE GRAND TOTAL** (for page 4)

**ASSESSOR:** Add True Cash Value totals from Sections M-O (M2-O2). Enter grand total here and carry to line 12b, page 1.

\$
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\* **Note to Assessor:** Certain buildings and structures on leased land (but not including freestanding signs and billboards) must be assessed on the real property roll. See Bulletin 1 of 2003.

# Instructions for Completing Form 632 (L-4175), 2008 Personal Property Statement

**NOTICE:**

**Parcel No.:**

**CAUTION:**

Complete all sections.

**Square Feet Occupied:**

**Michigan Sales Tax No.:**

**Preparer's Name and Address:**

Failure to file this form by its due date will jeopardize your right to file a Section 154 appeal with the State Tax Commission.

**(Check One):**

**Location(s) of Personal Property:**

**FACSIMILE SIGNATURES:**

**Date of Organization:**

**Date Business Began at Above Location:**

**Assumed Names:**

**Names of Owners or Partners:**

**GENERAL EXPLANATION:**

**If Sole Proprietorship, Taxpayer's Residential Address:**

**Legal Name of Taxpayer:**

**Address Where Personal Property Records Are Kept:**

**Name of Person in Charge of Records:**

**Telephone No.:**

**Description of Taxpayer's Business activity:**

## **COMPLETION OF FORM 632 (L-4175)**

**Page 1 - Statistical Information:**

**FROM:**

**Page 1 – Summary and Certification:**

**Page 1, Line 1:**

**TO:**

**Page 1, Line 7: “  
new**

*Property Statement - Daily Rental*

*Property*

**Page 1, Line 8:**  
**even if the property has been fully  
expensed or depreciated for federal income tax or financial  
accounting purposes**

**Page 1, Line 2:**

**Page 1, Line 9:**

**Page 1, Line 3:**

**Page 1, Line 10:**

**Page 1, Line 4:**

**Page 1, Line 11:**

**Page 1, Line 12:**

**Page 1, Line 13:**

*Idle, Obsolete and Surplus Equipment*

**Page 1, Line 5:**

**not**

**OR**

**Page 1, Line 6:**

**Page 1, Line 14:**

**Page 1, Line 15:**

*Cable Television and Public  
Utility Personal Property Report*

*Wind Energy System Personal Property  
Report*

**Page 1, Line 16:**

*Cellular (Wireless) Site Equipment  
Personal Property Report*

**Page 2 - General Instructions for Sections A through F:**

even if you have fully depreciated the  
asset or have expensed the asset under Section 179 of the Internal  
Revenue Code or under your accounting policies. All costs  
reported must include freight, sales tax and installation costs,

[www.michigan.gov/taxes](http://www.michigan.gov/taxes)

do not include  
within  
within

**Do not report**

not

last

Owner

[www.michigan.gov/taxes](http://www.michigan.gov/taxes).

are not

Completion of Section A, Page 2:

not

are

Completion of Section B, Page 2:

Completion of Section E, Page 2:

Completion of Section F, Page 2:

Completion of Section C, Page 2:

are

Completion of Section D, Page 2:

are

Cost Grand Total, Page 2:

**Section G , Page 3:**

**Section K, Page 3:**

**or**

**must**

**Section H, Page 3:**

**Cost Grand Total, Page 3:**

**Section L, Page 4:**

**Section M, Page 4:**

**Section I, Page 3:**

**Section N, Page 4:**

**Section O, Page 4:**

**specifically**

**Section J, Page 3:**

**Cost Grand Total, Page 4:**

**renting or leasing**

**must**

**\*NOTE:**