March 5, 2018

Dear Kennebunkport Business Owner,

Maine law provides that the personal property associated with a business is subject to property taxation. “Personal Property” is tangible property located at the business. Pursuant to Title 36 Section 706, a declaration of personal property is required to be filed each year.

For your convenience, I have enclosed a copy of the personal property for which you are currently being assessed for. Please make any changes, additions and/or deletions and return to this office on or before **May 1, 2018**. Any leased items will be assessed to the lessor, unless there is a specific agreement that states that you are responsible for the property tax.

*Failure to respond or report your personal property according to this request, may bar your right to appeal the taxable valuation*.

The State of Maine offers two (2) tax relief programs for business owners by reducing your tax burden or reimbursing what you’ve paid. They are:

**Business Equipment Tax Exemption (BETE):** If you are a non-retail business, the law exempts certain equipment from personal property tax. To apply for exemption, you must return a completed BETE application **each year** and return it with the town’s Personal Property §706 declaration form. Any assets being reported on the BETE application must also be included on the Personal Property §706 declaration form. If you have applied for BETE previously, a new application is enclosed.

**Business Equipment Tax Reimbursement Program (BETR):** Each year, the taxpayer may apply directly to the State for reimbursement on personal property taxes paid during the previous calendar year but is limited to only that equipment purchased after April 1, 1995.

For more information regarding these programs, go to: <http://www.maine.gov/revenue/propertytax/propertytaxbenefits/bete.htm>

I appreciate your cooperation and encourage you to contact this office at 967-1603, if you need assistance.

Sincerely,

Becky R. Nolette, CMA

Assessors’ Agent