



## INSTRUCTIONS FOR BUNCOMBE COUNTY PROPERTY LISTING FORM

- A) This is the owner of record & mailing address for the personal property listed on this form. Please make corrections as necessary.
- B) Please give the physical location of the personal property listed on the form, if different from the address in section A.
- C) County use only. Parcel identification number (PIN); taxing districts; description; deferred value; real value.
- D) In this section list manufactured homes, manufactured home improvements, boats, boat motors & HP, jet skis, aircraft, multi-year or permanent tagged trailers, untagged vehicles, such as, automobiles, trucks, trailers, campers and motorcycles you owned on January 1, 2024. **Do not** list vehicles for which you purchase a license plate each year with exception to IRP plated vehicles which are required to be listed. Additional information should include, but not limited to, Year, Make, Model, Description, Vehicle Identification Number (VIN), Aircraft (include Engine Time), FAA#, Manufactured Homes, give or provide, Length, Width, Size and Location. Manufactured Home Improvements include, but are not limited to, the following and should be listed with year built and size; Manufactured Home Addition; Canopy frame/metal; Carport, Deck; Garage; Gazebo; Patio; Stoop; Terrace; Utility building finished or unfinished; Porch (open, enclosed or screened) Sunroom; Utility Room; or Barn. Attach an additional page if necessary.  
**Deletions:** Mark through any items you no longer owned on January 1<sup>st</sup>. If a manufactured home has been sold, please indicate the name and address of the person you sold it to.
- E) Please indicate on whose land the manufactured home is located or manufactured home park name and lot number.
- F) List personal property household appliances in a dwelling or unit which you own and rent to someone else. Household personal property is taxable if it is used in a rental unit or income producing property. Check the appropriate box in Section F on the front. If you itemize, give the year acquired and your estimated market value. You may attach a separate sheet to the tax listing.
- G) List all improvements, new construction, or removals from your real property or personal property manufactured home since January 1, 2023, the cost when completed and the % complete as of January 1, 2024.
- H) Fill in the information requested for each owner, daytime phone number, and e-mail address.
- I) Owner or agent's signature and date. **This listing will be rejected if not signed and dated**

### THIS LISTING FORM ACTS AS A NOTICE OF VALUE

All property owners have the right to appeal the value of their property, or a decision made concerning their property by the Buncombe County Property Assessor. If you disagree with a property value, or decision made concerning your property, an appeal can be filed on or before January 31<sup>st</sup>. To file an appeal please contact the Buncombe County Listing Department at (828) 250-4920.

***THIS IS NOT A BILL. YOU WILL RECEIVE AN ANNUAL TAX NOTICE IN MID AUGUST***

The County of Buncombe does not discriminate on the basis of race, color, sex, age, national origin, handicap, or disability in admission or access to, or treatment, or employment, in its services, programs, and activities, in compliance with applicable federal and state laws.





