



CHARLOTTE COUNTY PROPERTY APPRAISER

Paul L. Polk, CFA

18500 Murdock Circle

Port Charlotte, FL 33948-1076

(941) 743-1476

Fax: (941) 743-1499

Web Site: www.ccappraiser.com

Email: tpp@ccappraiser.com

Date: _____

Re: Disposition of Tangible Personal Property
Account No.: _____

It has come to our attention that a business or rental property in which you have an interest may have recently **ceased operations**, **closed**, or **been sold**. In order to assist us in updating our records, please complete the following, as it applies to the referenced business or rental.

1. _____ This business/rental is still in operation. There was only a **name** change, **physical location** change, or **Corporation name** change. Please make the following corrections:

2. _____ This business/rental **ceased operations** and **closed** on _____ (date).
Please provide a brief disposition of the tangible assets (e.g. "assets retained for personal use", "assets sold to _____", "assets scrapped, junked, or likewise disposed of", etc.). _____

3. _____ This business/rental was **sold** _____ **liquidated** _____ on _____ (date).
Name of Purchaser: _____ Phone: _____
Address of Purchaser: _____
Were **ALL** of the tangible assets sold or transferred to the purchaser? ____ Yes ____ No
Purchase Price of tangible assets: \$ _____ (please include a copy of the sales agreement)

Signature: _____ **Date:** _____

Address: _____ **Phone:** _____

Return this letter to our office in the enclosed envelope or feel free to email our office at tpp@ccappraiser.com with the pertinent information. As a reminder, you **MUST** complete a tangible personal property tax return if the business was in operation on January 1. If you have any questions, please feel free to contact us at (941) 743-1476.

Sincerely,

A handwritten signature in black ink that reads "Paul L. Polk".

Paul L. Polk, CFA
Cert. Gen. RZ2940
Property Appraiser

PLP/web