

**Property Schedule Form 706-A**  
**City of Auburn, Maine**  
 Due April 15, 2025

In accordance with MRS TITLE 36, § 706-A, The City of Auburn hereby gives notice that you must file a “true and perfect” list of your business assets on or before APRIL 15, 2025, with the Auburn Assessor’s Office. **Electronic filings are preferred**, send your completed return by e mail to [assessing@auburnmaine.gov](mailto:assessing@auburnmaine.gov). To *mail* filings, send to: Assessor, 60 Court Street, Auburn, ME 04210. For assistance, please call, and ask for the assessing office.

Business Name:  
 Business DBA:  
 Address:  
 City, State, ZIP:

**Physical Location of Property:** \_\_\_\_\_

**Important:**

- If you do not file a return, you will waive your right to an appeal and may be subject to an estimated assessment.
- If your business has closed, you must notify this office in writing.

**Instructions:**

- **Asset List** –Please provide an itemized asset list of: Machinery and Equipment (M&E), Computers (C), Furniture and Fixtures (F&F), Trailers (T)and Signs (S). A complete list must be filed to comply with this 706-A request. Use the form provided or create a comparable substitute to submit your return. See our website for a sample filing form.
- **Trailers** –Non-excised trailers are to be reported. If excise tax has been paid on any trailer, it need not be reported. **Registered and non-registered trailers that no excise tax was paid must be reported.**
- **Do not include** the following on the asset list: Real estate, taxes, building costs, shipping, or handling costs, etc. Only tangible items of personal property should be listed.
- **Leased Equipment** - If you are in possession of leased equipment (e.g. photocopier, postage machine, forklift) list those items separately. Provide the name of the leasing company and lessor’s contact information (telephone number, email etc.). **Leased equipment will be assessed to the party in possession if we do not have accurate contact information for the party responsible for taxes.**

2025 Depreciation Schedule				
Year	M&E	F&F	Computers	Trailers
2025	94%	95%	84%	94%
2024	88%	90%	68%	88%
2023	82%	80%	52%	82%
2022	76%	70%	36%	76%
2021	70%	60%	20%	70%
2020	64%	50%	20%	64%
2019	58%	40%	20%	58%
2018	52%	30%	20%	52%
2017	46%	30%	20%	46%
2016	40%	30%	20%	40%
2015	34%	30%	20%	34%
2014	28%	30%	20%	28%
2013	22%	30%	20%	22%
Prior	20%	30%	20%	20%

**Personal Property Tax Relief**

Business owners who pay personal property taxes may be eligible for relief. There are two property tax relief programs that are presently available:

- The Business Equipment Tax Exemption Program (BETE) and
- The Business Equipment Tax Reimbursement Program (BETR).

BETE (exempt) assets should not appear on this filing form. Contact our office or the *Maine Revenue Services* for a BETE application. Your BETR (refund) eligible assets will be reported on this form. Note: BETE eligibility was *expanded in 2018*.  
*Visit Maine Revenue Services or the City of Auburn website for more information!*

*The City of Auburn uses un-trended original basis cost. We apply the depreciation to your assets as submitted. Please report only original costs – DO NOT DEPRECIATE YOUR ASSETS on the filing form.*

Detailed instructions, tips, samples and electronic filing forms can be found on our website:

<http://www.auburnmaine.gov/pages/government/assessing>

## 706-A Capital Asset List – Schedule of Business Equipment

*Use this form or a comparable substitute to submit your list of assets by April 15, 2025*

**Instructions**

1. Categorize and list by asset type
2. Describe each asset under that category
3. State the asset age (year)
4. List the **original** cost of each asset
5. Subtotal each year by asset type (example: cost of all furniture and fixtures purchased in 2018)

**Asset Types**

- Furniture & Fixtures (F&F), Signs (S)
- Computers (C)
- Machinery & Equipment (M&E)
- Trailers, non-excised (T)

Asset Type	Asset Description	Year	Original Cost	Asset Type Subtotal by Year
		<b>Total(s):</b>		

*Use additional pages if necessary. This form also available in excel.*

Filer Signature: \_\_\_\_\_ Print name: \_\_\_\_\_  
 Preparer Signature \_\_\_\_\_ Print name: \_\_\_\_\_  
 (if different): \_\_\_\_\_  
 Preparer Phone: \_\_\_\_\_ Preparer e mail: \_\_\_\_\_  
 Date Signed: \_\_\_\_\_