

**Property Schedule Form 706-A**  
**Town of Bowdoinham, Maine**  
Due May 1, 2024

In accordance with MRS TITLE 36, § 706-A, The Town of Bowdoinham hereby gives notice that you must file a “true and perfect” list of your business assets on or before MAY 1, 2024 with the Bowdoinham Assessor’s Office. **Electronic filings are preferred**, send your completed return by e mail to [assessing@bowdoinham.com](mailto:assessing@bowdoinham.com). To *mail* filings, send to: Assessor, 13 School Street, Bowdoinham, ME 04008. For assistance, please call 207-666-5531 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 growth factors.**
- ⇒ **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.**

**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. BETE applications must be filed annually and are due in this office on or before May 1, 2024.

Your BETR (refund) eligible assets will be reported on this form.

Note: BETE eligibility was *expanded in 2018*.

*Visit Maine Revenue Services or the Town of Bowdoinham website for more information!*

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

<https://www.bowdoinham.com/assessing>

