

# Business Personal Property Closure Notice



*This form must be completed by the owner listed in County records or an authorized representative to report the disposition of business personal property assets. Fill out all applicable sections, sign the form, and submit it by email to: ppreturns@multco.us*

**Account No:** P \_\_\_\_\_ **Business Name:** \_\_\_\_\_

**Business Location:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Date of Closure:** \_\_\_\_\_

**Note:** Business personal property is annually assessed at its *situs* as of January 1, with the tax imposed on the owner, possessor, or controlling party (ORS 308.105). **If assets were abandoned, the new owner's contact information must be provided below, and attach a list of assets.**

**Business location closed - select assets status:**

- Disposed of, scrapped, or donated
- Retained privately owned property
- Abandoned at the premises (party in possession):
  - Landlord
  - Other \_\_\_\_\_
- Moved out of county  
New Business Location: \_\_\_\_\_
- Other (explain assets status): \_\_\_\_\_

**May the County share the most current asset list with the interested party?  YES  NO**

**New Owner/Firm Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

*Account changes will not be processed if the form is incomplete.*

**Signature (owner or agent):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_