



TOWN OF HERMON, MAINE
 333 Billings Rd, Hermon, ME 04401 207-
 848-1010 Option 1
Assessor@HermonMaine.Gov

Assessor's Office use only: Account Number: # _____ <input type="checkbox"/> Processed: _____
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2026 PERSONAL PROPERTY DECLARATION FORM

NOTICE: APRIL 1, 2026 ASSESSMENT DATE. This schedule is required under Maine State Statutes, Title 36, Section 706-A. **This form must be returned to the Assessor's Office no later than May 1, 2026. Taxpayers who do not fill this out may forfeit their right to appeal.** Please complete all of the following ownership information:

Business Mailing Address: _____	Account Number: # _____
Business Physical Location: _____	
Doing Business As (DBA): _____	Contact Name: _____
E-Mail Address: _____	Telephone: _____

LEASING COMPANIES – Submit a complete list of all items leased to businesses located in Hermon and situated as of April 1, 2026. If you have an agreement with the lessee that makes them responsible for the property tax, please provide written verification. Please provide the equipment type, business name and physical location for each item.

BUSINESS OWNERS - BUSINESS EQUIPMENT & FIXTURES LISTING - List each addition and deletion in the space below to reflect assets situated as of April 1, 2026. Enter the month and year the item was acquired. Indicate if the item was purchased new or used. Original purchase price. If the item was used, homemade or received free, you must still enter an *estimated* value, or one will be assigned to the asset.

ATTACH ADDITIONAL SHEETS AS NECESSARY

Item Description	Date Acquired Month/Year	Acquired New/Used	Original Cost New	Price Paid (Used)	Quantity	Price Per Item
List All Additions / New Equipment						
List All Deletions / Retired Equipment						

LEASED EQUIPMENT: It is the responsibility of the leasing company to pay the property tax on any property that is leased by you, unless there is a contractual agreement that states you are responsible to pay the property tax. Please list the following information about your leased assets so that we may bill the leasing company appropriately.

Name and Address of Lessor	Description of Item	Cost	Lease Date	Monthly Rent	Number of Months

Check box if there have been no equipment changes since last year.

BETE applications are due May 1, 2026. BETR applications are available August 1, 2026. Please contact our office if you have questions. BETE/BETR applicants still must submit this schedule form in its entirety. **THIS DECLARATION FORM DOES NOT SERVE AS YOUR BETE APPLICATION.** BETE application forms can be obtained from the Assessor's Office or at <https://www.maine.gov/revenue/taxes/tax-relief-credits-programs/property-tax-relief-programs/business-equipment-tax-programs>

I have included/attached a completed, signed BETE Exemption Application Form *with* this Business Personal Property Declaration.
YES **NO**
Forms must be filed no later than May 1st.



AFTER COMPLETION, PLEASE MAIL THIS FORM TO
 Town of Hermon - Assessor
 333 Billings Rd.
 Hermon, ME 04401
OR EMAIL COMPLETED FORM TO:
 Assessor@HermonMaine.gov

IT IS YOUR RESPONSIBILITY TO RETURN THIS FORM BY THE FILING DEADLINE. FAILURE TO DO SO MAY BAR YOUR RIGHT TO AN APPEAL. IF THE ASSESSOR DOES NOT RECEIVE THIS FORM BACK, AN ESTIMATE OF VALUE WILL BE ASSESSED. UNSIGNED FORMS WILL NOT BE ACCEPTED.

Under penalty of perjury, I hereby certify that this declaration, together with any accompanying exhibits or statements has been examined by me and to the best of my knowledge, information and beliefs set forth a full, true, and perfect list of all taxable personal property owned by me or in my possession, or under my control, located in the Town of Hermon on April 1, 2026, and that no attempt has been made to mislead the Assessor to its age, quality, quantity, or cost.

Signature _____ Printed Name _____
 Title _____ Telephone _____
 Date _____



DEPARTMENT OF ASSESSING

REF: Business Personal Property Declaration Form

January 05, 2026

Dear Taxpayer:

Enclosed please find the 2026 Business Personal Property Declaration form. Please indicate deletions, retired from use, and quantity changes on this printout. All additions should be indicated on the declaration form. Once the form is completed and signed, return it to the Assessor's Office by May 01, 2026. Please do not submit lump sum totals; we require a breakdown of all assets. Please indicate if the items were either purchased used or homemade and the dates and costs at the time of acquisition.

State of Maine law (MRSA 36 Section 708) provides for a tax on business personal property. The tax is assessed annually in accordance with the requirements set forth in Title 36 of the Maine Revised Statutes, sections 601 & 706A. Before making an assessment, the assessor may give reasonable notice, in writing, to all persons liable to taxation or qualifying for exemption pursuant to subchapter 4-C in the municipality to furnish to the assessor a true and perfect list of all the property the taxpayer possessed on the first day of April of the same year and may at the time of the notice or thereafter require the taxpayer to answer in writing all proper inquiries as to the nature, situation and value of the taxpayer's property liable to be taxed in the State or subject to exemption pursuant to subchapter 4-C.

IMPORTANT: If you own personal property on April 1, 2026, you are responsible for the entire year's Personal Property Tax Bill. Tax bills will be issued to all businesses unless the Assessor's Office is notified IN WRITING to the contrary. If this declaration form is not completed and returned, an additional estimated assessment will be included in the new total assessment. Under Maine Law, taxpayers that do not comply may lose any right to appeal their assessment.

If your business has been sold, disposed of, or otherwise closed, it is the responsibility of the business to notify the Assessing Department, in writing, of the date of closure prior to April 1st.

TAX REFUND: The State of Maine has a Business Equipment Tax Reimbursement (BETR) Program. This allows for personal property taxes paid on qualified personal property to be refunded to the businesses.

TAX EXEMPTIONS: The State of Maine has a Business Equipment Tax Exemption (BETE) Program. This allows for a personal property tax exemption on qualified personal property. Please contact our office for assistance with this.

We look forward to working with you.

Sincerely,

Katherine Waite

Katherine Waite
Assessor

333 Billings Rd., Hermon, ME 04401
(207)-848-1010 Option 1
Assessor@HermonMaine.gov
www.HermonMaine.gov

If it is more convenient, Personal Property lists can be provided to the Assessor's office electronically

Column 1 = BETR Reimbursement from the State of Maine. Each row should be marked with an asterisk * (Only for items that you will be requesting reimbursement from the State of Maine), otherwise leave blank.

Column 2 = CD or Code using the following codes:

1 = Leasehold Improvements

2 = High Tech Medical

3 = Machinery and Equipment

4 = Computer Equipment

5 = Trash Cont.

6 = Furniture and Fixtures

7 = Hydro Equipment

8 = Heavy Equipment and Trailers

9 = Other

Column 3 = Quantity or Number of Units (use a 1 if the cost column represents the total cost for all items in the description or put in the number of units if the cost column represents the individual cost)

Column 4 = Description of Asset (all commas need to be removed from the description)

Column 5 = Month of Purchase (for the month of January please use the number 1)

Column 6 = Year of Purchase

Column 7 = SRO (Sound Cost, Replacement Cost or Original Cost)

S = Sound Cost (will not depreciate)

R = Current Replacement Cost (will depreciate but uses the current year as year purchased)

O = Original Cost (will depreciate using original year of purchase)

Column 8 = Asset Cost in Dollars (This column should be formatted using

Format>Cells>Category: General)

Column 9 = BETE Exemption entry should be the Year you are requesting the exemption. For example, to request an exemption for an asset as of April 1, 2025, the row should have the number 2025 in this column. (Use only for items that you will be requesting exemption according to the requirements established by the State of Maine), otherwise leave blank.

Under Save As: When this file is created and transferred it needs to have the file extension of CSV. For Save as Type: use the drop-down box and select CSV (Comma Delimited). Please name your file according to your account number and business name listed below.

Your file name should be: #«Account_Number»_«Name»

Email All Files to: Assessor@HermonMaine.gov with subject line as:

#«Account_Number»_«Name»

A return email will verify receipt.

Please review the information in the description column. Please use the find and replace feature to eliminate all commas. You can replace the comma with a dash.

If the asset number is as important as the asset description, you should merge the data into one column prior to transmitting the file to the Town of Hermon.