

INSTRUCTIONS FOR REPORTING LEASED EQUIPMENT TO SPOKANE COUNTY

Email excel spreadsheet to personalprop@spokanecounty.org

Excel spreadsheet must be formatted into .xlsx version.

The spreadsheet must include the following:

- Name of Lessor
- Location Address
- Equipment Description
- Type of Equipment
- Acquired year
- Full Retail Cost
- Start Date
- End Date

1. Scan and attach on a separate tab the enclosed Personal Property Listing Forms.
2. List deletions on a separate tab.
3. Additionally, include with your Email a cover letter with any name and/or mailing address changes.
4. Assessment notices with a copy of the spreadsheet showing the assessed values will be sent to you after September 15th. If you would like the spreadsheet emailed to you, please call or send a request to personalprop@spokanecounty.org after you receive your assessment notices in the mail.