



## Personal Property Filing Instructions

All residents in Platte County must report any tangible personal property owned in Platte County as of January 1 each year.

The original assessment form must be completed, signed, and returned to the Assessor's Office by March 1 of each year to avoid penalties.

Personal property includes all motor vehicles, motorcycles, recreational vehicles, trailers, boats, motors, mobile homes, aircraft, farm machinery, livestock and grain, and boat docks.

### SECTION 1

1. Report any name and address changes with the date of the change.
2. If you moved in or out of Platte County, provide your new address and the date you moved.
3. Provide physical address if different than your mailing address.
4. If the person on the account is deceased, please indicate on the form.
5. Review and update all sections on the form, sign and date before returning by March 1.

### SECTION 2

1. Review your previously reported personal property and draw a line through any items that you did not own on January 1 of this year.
2. After completing the form, check one of the following boxes: NO CHANGES, I HAVE CHANGES/ ADDITIONS, or NO PROPERTY OWNED.

### SECTION 3

1. List all tangible personal property owned in Platte County as of January 1 of this year in each category that was not previously reported in Section 2. Complete all required information, including the vehicle identification number (VIN) to ensure vehicles are properly identified.

### HELPFUL TIPS

1. Read all instructions before completing.
2. Fill-in all sections completely and accurately, including daytime phone.
3. Sign and date the assessment form.
4. Keep a copy of the form for your records.
5. Return the original forms by March 1 of this year **to avoid a late filing penalty.**
6. If property in Section 2 is exactly the same as last year, check the NO CHANGES box, sign and return the form.
7. If you no longer owned any property (vehicles, boats, motorcycles, RVs, etc.) on January 1 of this year, check the NO PROPERTY OWNED box, sign and return.
7. File online to save time and money.

### QUESTIONS

**PHONE:** (816) 858-3310

**EMAIL:** [personalproperty@co.platte.mo.us](mailto:personalproperty@co.platte.mo.us)

## AVOID LATE FEES

Complete and return Assessment forms to the Assessor's Office **BEFORE MARCH 1 EACH YEAR.**



Go to [www.plattecountyassessor.net](http://www.plattecountyassessor.net)  
Enter PIN# located on front of form



[personalproperty@co.platte.mo.us](mailto:personalproperty@co.platte.mo.us)



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Office Hours  
Monday - Friday  
8AM - 5PM