

**ORANGE COUNTY TAX OFFICE**

Nancy Freeman, Tax Administrator
 Gateway Center, 228 S. Churton St., 2nd Floor
 P.O. Box 8181 • Hillsborough, NC 27278

Phone: (919) 245-2100
 Fax: (919) 644-3091
 E-mail: tax@orangecountync.gov
 Hours: M-F 8:00 am - 5:00 pm

www.orangecountync.gov/Tax

2022 Individual Tax Listing Form

Individual Personal Property • Real Property New Construction

Deadline to Avoid 10% Late Listing Penalty

January 31, 2022

A. PLEASE LIST NAME AND ADDRESS CORRECTIONS BELOW

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

Our form has changed! Please read each section before completing.

B. REAL PROPERTY - Your real property is permanently listed and you are not required to return this form **UNLESS there has been construction and improvements made to the property which occurred during the year prior to January 1, 2022.** If that is the case, you are required to list the construction and improvements on this listing form, sign it, and return it by January 31, 2022. Please read Section C for personal property listing requirements.

ABSTRACT NUMBER	USER ID	TAX JURISDICTION	MARKET VALUE (REAL PROPERTY)	DEFERRED/EXEMPT VALUE (REAL PROPERTY)	ASSESSED VALUE (REAL PROPERTY)
PARCEL ID NUMBER	REAL PROPERTY DESCRIPTION				SIZE (ACRES/LOT)
PRIMARY PHYSICAL ADDRESS					

If you have any questions regarding the primary physical address, please contact us by emailing addressing@orangecountync.gov

NEW CONSTRUCTION OR IMPROVEMENTS TO REAL PROPERTY

ESTIMATED CONSTRUCTION COST WHEN COMPLETE \$ _____ ESTIMATED COMPLETION PERCENTAGE ON JANUARY 1, 2022 _____%

DESCRIPTION:

C. PERSONAL PROPERTY - Owners of personal property are required to list annually. Therefore this form must be signed and returned if personal property is included.

1. Preprinted Personal Property - Mark through any personal property not owned on January 1, 2022. Indicate if it was sold, donated, given away, junked, etc.
2. Add any personal property owned on January 1, 2022 that is not preprinted on the form. List all manufactured homes, boats and boat motors, jet skis, aircraft, permanent/multi-year tagged trailers, rental property appliance furnishings, and unlicensed vehicles and motorcycles. **YOU DO NOT NEED TO LIST LICENSED VEHICLES WITH AN ANNUAL REGISTRATION.**

EVEN IF YOUR PERSONAL PROPERTY IS ALREADY PRE PRINTED ON THIS FORM YOU MUST SIGN AND RETURN BY JANUARY 31, 2022 TO AVOID A 10% LATE LISTING PENALTY.

PROPERTY TYPE	PERSONAL PROPERTY DESCRIPTION	ADDRESS OF MANUFACTURED HOME (IF APPLICABLE)

RENTAL PROPERTY APPLIANCE / FURNISHINGS

If this listing is for rental property that you own, list the value of appliances and furnishings that you provide for your tenant(s). See back for info. \$ _____

MANUFACTURED HOMES ON YOUR LAND THAT YOU DO NOT OWN (EXCEPT MH PARKS)

NAME	
ADDRESS	

D. PROPERTY TAX ASSISTANCE – HOMESTEAD EXCLUSION, DISABLED VETERAN EXCLUSION, CIRCUIT BREAKER TAX DEFERMENT

Please review the details of the property tax assistance programs on the insert. Check the box below that is applicable.

- [] I no longer qualify for property tax assistance. A disqualifying event has occurred such as moved or sold the property, death, or I am over the income limit.
 [] I want to receive an application for property tax assistance. I am currently not receiving tax assistance from any of the above programs..

PRIMARY PHONE	SECONDARY PHONE	EMAIL ADDRESS

E. Affirmation: Under penalties prescribed by law, I hereby affirm that to the best of my knowledge and belief this listing, including any accompanying statements and other information, is true and complete. I understand that, if this listing is required, it must be returned by January 31 to avoid a 10% late listing penalty on personal property listings and real property new construction listings. I understand that values may be appealed as indicated on reverse.

Signature:	Date:	Title (owner, guardian, authorized agent, other):	
Print Name:		If the owner is deceased, indicate date of death:	

DO NOT ENCLOSE PAYMENT. MAIL ANY PAYMENT SEPARATELY TO: ORANGE COUNTY TAX COLLECTOR, PO BOX 8181, HILLSBOROUGH NC 27278

— SEE REVERSE SIDE FOR ADDITIONAL INFORMATION —

APP-0CPERAB3

Want to switch to paperless billing? Go to www.orangecountync.gov/e-billing to sign up with this user ID _____. See back for info.

ADDITIONAL PROPERTY LISTING INFORMATION

- **Real Property Values**

If you own real estate, the information provided on the front includes the market value, which includes the value of the land and any structures, including houses, barns, outbuildings, and related structures. The most recent revaluation occurred January 1, 2021 and the value reflects the market value as of that date. The next revaluation is scheduled for January 1, 2025. If you disagree with the market value and would like to file an informal appeal, you should contact the Tax Office in writing by March 31, 2022. Appeal forms and information regarding appeals can be located online at this link: <http://www.orangecountync.gov/806/Appeals>

- **Personal Property Values**

Personal property values are determined annually as of January 1. You will be notified of your personal property value on your annual tax bill, unless notified earlier. Personal property appeals must be made within 30 days of the first notification of value.

- **Churches and Non-Profit Organizations**

Churches and certain non-profit organizations may be eligible for exemption from property taxes. An application for exemption must be filed by **January 31** to be timely filed. Please contact the Tax Office if additional information is needed.

- **Rental Property Appliance Furnishings**

If the real property described on the front of this form is rental property that you own, please complete the appropriate section on the front of this form indicating the current value of appliances and furnishings that you have provided for your tenant(s). Rental property furnishings generally include furniture, washers, dryers, refrigerators, and any other free-standing appliances. It does not include built-ins, including those appliances that fit into spaces between cabinets.

- **Manufactured Homes on Your land That You Do Not Own**

If there are manufactured homes on this property that you do not own, and this is not a manufactured home park, please complete Section C on the front of the form indicating the names and address of the owners. If this is a manufactured home park, write in "Comments" that it is a manufactured home park, and do not complete the names and addresses section. You will be mailed a separate form.

- **Assistance and Contact Information**

If you have any questions or need any assistance in completing this form, please call our office at 919-245-2100, option 2, email the office at tax@orangecountync.gov or visit our office at 228 South Churton St. Suite 200, Hillsborough, NC 27278 at any time Monday through Friday from 8:00 AM to 5:00 PM

**DO NOT ENCLOSE PAYMENT WITH LISTING FORM. MAIL ANY PAYMENTS SEPARATELY TO:
ORANGE COUNTY TAX COLLECTOR, PO BOX 8181, HILLSBOROUGH, NC 27278.**

WANT TO SWITCH TO PAPERLESS BILLING? JOIN OUR E-BILLING OPTION!

Visit <https://orangecountync.gov/e-billing> with your ABSTRACT NUMBER and USER ID found on your listing forms printed in blue.

- A separate ABSTRACT NUMBER and USER ID is required for each property you own or each bill you receive.
- This electronic notice will replace THE PAPER COPY OF YOUR ANNUAL PROPERTY TAX BILL. Other correspondence will continue to be mailed in paper format.
- Online payments can still be made at <https://www.orangecountync.gov/859/Tax-Payment-Options>

COVID-19 SAFETY

Although our office is now open to the public normal business hours, we continue to follow safety protocols to help reduce the spread of COVID 19, and may have limited staff onsite.

- Masks are required when entering the building and 6 feet must be maintained between individuals.
- To avoid personal contact, set up an appointment for assistance: email tax@orangecountync.gov or call 919-245-2100, option 2.
- Completed listing forms may be placed in the drop box outside our office or mailed to: Orange County Tax, PO Box 8181, Hillsborough, NC 27278-8181, Attn: Listing Forms