



ORANGE COUNTY TAX OFFICE

Nancy Freeman, Tax Administrator
Gateway Center, 228 S. Churton St., 2nd Floor
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Hours: M-F 8:00 am - 5:00 pm

www.orangecountync.gov/Tax

2023 Individual Tax Listing Form

Individual Personal Property • Real Property New Construction

Deadline to Avoid 10% Late Listing Penalty

January 31, 2023

A. PLEASE LIST NAME AND ADDRESS CORRECTIONS BELOW

NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

Our form has changed! Please read each section before completing.
Please review this property information for accuracy.

ABSTRACT NUMBER	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

B. 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. **Add** any personal property owned on January 1, 2023 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.**

2. **Preprinted Personal Property** - Mark through any personal property not owned on January 1, 2023. Indicate if it was sold, donated, given away, junked, etc.

EVEN IF YOUR PERSONAL PROPERTY IS ALREADY PRE PRINTED ON THIS FORM YOU MUST SIGN AND RETURN BY JANUARY 31, 2023 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 _____

C. REAL PROPERTY - If you had any construction or improvements to your real property during 2022, indicate the type of work and percentage of completion as of January 1, 2023. You are required to list the construction and improvements by January 31, 2023.

NEW CONSTRUCTION OR IMPROVEMENTS TO REAL PROPERTY

ESTIMATED CONSTRUCTION COST WHEN COMPLETE \$ _____ ESTIMATED COMPLETION PERCENTAGE ON JANUARY 1, 2023 _____%

PLEASE DESCRIBE THE CONSTRUCTION OR IMPROVEMENT:

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 —

Want to switch to paperless billing? Go to <https://pay.orangecountync.gov/>. See back for more information.

APP-00PERABS

ADDITIONAL PROPERTY LISTING INFORMATION

- **Name and Address Corrections** - Please review owner name and mailing address. List any corrections in Section A.
- **Personal Property – Section B** - On the front of this form, list all manufactured homes, boats and boat motors, jet skis, aircraft, unlicensed vehicles, unlicensed motorcycles and permanent/multi-year tagged vehicles that you own as of January 1 of the current year. **If there is personal property preprinted or newly added in Section B, you MUST sign and return this form by January 31, 2023 to avoid a 10% late list penalty.**

Personal property values are determined annually as of January 1. Your annual tax bill serves as the first notification of value. Personal property appeals must be made within 30 days of the first notification of value. Business Personal Property such as furniture, fixtures, computers, machinery & equipment, supplies, construction in progress (CIP), leasehold improvements and farm equipment used for business should be listed on a Business Personal Property listing form. Please contact the Tax Office if you require a business listing form.

- **C. Real Property - Section C** - On the front of this form, list any construction or improvements to your real property made in 2022.

Please review the current property information about your real property. The information is located on the front of the form under your name and address. This section includes the properties market value; land and any structures, including houses, barns, or other outbuildings. It also provides the property description, land size and any deferred or exempt value for your real property.

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, contact us in writing by March 31, 2023. You may also file a formal appeal up until the Board of Equalization and Review adjournment date. Appeal forms and more information regarding appeals can be located online here: <http://www.orangecountync.gov/806/Appealing-Your-Value>.

- **Property Tax Assistance – Section D** - If you are currently receiving assistance and no longer qualify please check the box indicating you no longer qualify. If you would like an application mailed to you check the box accordingly. Please review the mail insert for details of tax assistance programs, the eligibility requirements and disqualifying events.
- **Affirmation –Section E** - The listing must be signed by the person whose duty it is to list the property for taxation. If an individual is unable to list his property, a guardian, authorized agent or other person having knowledge of and charged with the care of the person and property of the taxpayer may sign the listing, indicating their relationship.
- **Manufactured Homes on Your Land That You Do Not Own** - If there are manufactured homes on the property that you do not own, and this is not a manufactured home park, please complete the section on the front of the form indicating the name and address of the manufactured home owner. Manufactured home parks will be mailed a separate form to complete.
- **Rental Property Appliance Furnishings** - If the real property described on the front of this form is a rental property that you own, please complete the Rental Property Appliance/Furnishings section on the front of this form. Indicate the current value of the appliances that you provide for your tenant(s). Rental property furnishing generally include any freestanding appliances. **It does not include built-ins, including those appliances that fit into spaces between cabinets.** Built-in appliances have existing cabinetry space designed specifically for the appliance. This could include dishwashers, refrigerators and ranges and microwave ovens.
- **Churches and Non Profit Organizations** - Churches and certain non-profit organizations may be eligible for an exemption from property taxes. However, an application must be filed by January 31 to be timely filed. Please contact the Tax Office if additional information is needed.
- **Assistance and Contact Information** - If you have any questions or need assistance completing the form, please contact 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. Office hours are Monday through Friday from 8:00AM to 5:00PM.

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

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

- Visit <https://pay.orangecountync.gov/> with your abstract number found on the front of this form
- The electronic notice will REPLACE the paper copy of your annual property tax bill. Other correspondence will continue to be mailed in paper form.
- Online payments can be made at <https://pay.orangecountync.gov/>

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

- To minimize personal contact, you may call 919-245-2100, option 2, email tax@orangecountync.gov for assistance, or set up an appointment for assistance in person.
- 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: Property Tax Listing