

## WASHOE COUNTY AIRCRAFT OWNER'S PROPERTY DECLARATION INSTRUCTIONS

**Nevada law requires a declaration of personal property including aircraft to be filed no later than July 31, 2014, or within 15 days after demand if mailed after July 15, 2014.** The Assessor may grant 30 day extensions to the filing date only upon receipt of a written request for extension emailed to [extensions@washoecounty.us](mailto:extensions@washoecounty.us). Failure to submit a personal property declaration and aircraft owner's statement will require the Assessor to make an estimate of the taxable value of your aircraft. You will be responsible for payment of taxes based upon that estimate.

Please file online at our secure website: [www.washoecounty.us/assessor/air/dec/](http://www.washoecounty.us/assessor/air/dec/). Step-by-step instructions are available when you log into e-Dec using the account number & PIN.

**IMPORTANT:** Review previously reported aircraft, accessories and overhauls. Under Accessories and Overhauls, list all additions and renovations to the aircraft. This may include engine and propeller overhauls, avionics equipment, STOL kit, etc. Be sure to enter category, a description of the item, the tail number of the aircraft, the year the item/equipment was added or kit completed and the cost including delivery and installation WITHOUT sales tax. For kit-built aircraft use this area to document construction progress.

If you have sold the aircraft please enter the sale information in Step1-Section 2 of the online form. Also please remove the aircraft in Step 2.

**ADD** all additional aircraft not previously reported that you owned, leased, or controlled as of July 1, 2014 with the year manufactured, make, model, tail number, serial number, year acquired, original purchase price including delivery and current location of the aircraft.

**DO NOT REPORT:** Do not report items acquired after July 1, 2014. Do not report items of routine maintenance and repairs such as oil changes or tire replacement.

**TRAINING SESSIONS:** We offer group training sessions for online submission of your personal property declaration. We currently have two sessions scheduled:

Tuesday July 8, 2014 at 2:00 p.m.  
Tuesday July 22, 2014 at 10:00 a.m.

Both sessions will be held in the Health Department Conference Room, Bldg. B at 1001 E. Ninth Street in Reno. These training sessions typically last one hour. You may find additional dates, times and locations for training on our website at [www.washoecounty.us/assessor](http://www.washoecounty.us/assessor). Persons attending the class receive an automatic 30-day extension from date of training for filing the required declaration.

If you have any questions or need additional assistance please contact the Personal Property Division at (775)328-2213.