

### **WHO HAS TO LIST PROPERTY?**

All owners of property subject to ad valorem taxation must list their property annually as of January 1st.

### **WHAT DO I LIST?**

The property owner is responsible for listing two types of property:

**Personal Property:** Property that is not permanently affixed to real property. Items to be listed by **residential property owners** include **unlicensed motor vehicles**, motor vehicles licensed in another state, mobile homes, boats, boat motors, jetskis and aircraft. **Businesses** must list all property used in connection with the production of income which has not been classified as real property or inventory.

**Real Property:** Land and buildings, structures, improvements, and permanent fixtures. Taxable real property shall be listed in the name of the January 1<sup>st</sup> owner, and it is the owner's duty to list it. In Guilford County, the County Commissioners have adopted a permanent listing system under which *all real property* is listed automatically for the taxpayers when a deed is recorded with the Register of Deeds office. **However, any improvements or changes made to buildings on your property must be reported during the listing period. Kitchen and bath renovations, garage and room additions, swimming pools, and new outbuildings are examples of items that need to be listed.**

### **WHEN DO I LIST?**

The period during which property is to be listed for taxation each year begins on the first business day of the month of January and continues through the month of January. Individual extensions of time to list personal property may be granted upon written request.

An extension request must be filed in writing no later than the ending date of the regular listing period, and extensions cannot be granted beyond April 15<sup>th</sup>. ***Failure to list personal property within the regular listing period will result in a penalty of ten (10%) percent.***



### **WHERE DO I LIST?**

During the 1<sup>st</sup> week of January, the Guilford County Tax Department mails listing forms to residential real property owners, businesses, and citizens who are thought to own taxable personal property in the county. If a person does not receive a listing form and has property subject to listing, they should request one from our department. Upon receiving the form, the citizen should complete all sections and return the form during the listing period.

If you wish to obtain assistance in completing your listing forms, we have two convenient locations at which you may receive guidance. You may call or visit the following offices:

**The Independence Center  
400 West Market St  
Greensboro, NC 27401  
336-641-3320**

**High Point Courthouse  
505 East Green St  
High Point, NC 27260  
336-845-7911**

### **AUTHORITY TO REVIEW LISTING**

After a listing of property has been carefully reviewed, the assessor may require any person operating a business enterprise in the county to submit a detailed inventory, statement of assets and liabilities, or other similar information pertinent to the discovery or appraisal of property taxable in the county. (NC General Statute 105-296(h)). This review is performed to ensure that all taxable assets have been properly listed.

### **WHAT IF I FAIL TO LIST?**

It is the duty of the assessor of Guilford County to ensure that all property subject to taxation is listed. When unlisted property is discovered the assessor is required to list it for the current year and for previous years in which the property was unlisted. A penalty of ten (10%) percent shall be added to the bill for every year that the property was unlisted.

### **HOW MUCH TAX WILL I PAY?**

Amounts of tax are determined by two basic elements:

1. the **value** of the property; and
2. the **tax rate** for a particular jurisdiction

**Value** - North Carolina law requires that all property, real and personal, be appraised or valued at its market value: (i.e., the price estimated in terms of money that the property would change hands for, between a willing and financially able buyer and a willing seller, neither being under any compulsion to buy or to sell and both having reasonable knowledge of all the uses to which the property is adapted and for which it is capable of being used). Real property is revalued on an eight year cycle. Personal property is revalued annually.

**Tax Rate** - If property is located in more than one jurisdiction, there **may be**—in addition to Guilford County tax—a fire tax, or city tax on the property within those districts.

The amount of tax is determined by the following method:

Value x county rate = county tax  
Value x municipal rate = municipal tax.  
Value x fire district rate = fire district tax.

### **HOW WILL I BE BILLED?**

It takes several months to process all listings received in January. After this process has been completed and an annual tax rate established, tax bills are mailed during the month of July.

### **WHEN DOES MY BILL BECOME DUE?**

Tax bills mailed in July become due on September 1<sup>st</sup>. A discount of 1% is offered if a bill is paid prior to August 31<sup>st</sup>.

### **IF I AM BILLED INCORRECTLY?**

Contact the tax department immediately to notify us of any billing discrepancy.

### **HOW DO I APPEAL?**

The value of your **personal property must be appealed within 30 days** from the date of the initial tax notice. The burden of proof rests upon the taxpayer. **Values of real property must be appealed by June 30th.**

### **WHAT IF I DO NOT PAY ON TIME?**

If taxes that became due on September 1<sup>st</sup> remain unpaid by January 6<sup>th</sup> of the following year, the tax department will act to collect the taxes. These remedies include **but are not limited to:** garnishment of employee's wages, attachment of bank accounts, or foreclosure proceedings against real property.

**Please contact the tax department prior to January 6th to make payment arrangements if you are experiencing difficulty in paying your taxes on time. The collections division may be reached at 336-641-3363.**

### **WANT TO SAVE MONEY ON YOUR TAXES?**

A portion of the appraised value of your home may be excluded from property taxes. This could mean a lower property tax bill for you in the future.

**There are three programs to choose from:**

1. Homestead Exclusion for the Elderly and Disabled
2. Circuit Breaker Deferment
3. Disabled Veteran Exclusion

Each program requires that the property owner be a North Carolina resident who owns and resides in their residence. The Homestead Exclusion applies to homeowners 65 years old and older or those who are totally and permanently disabled. Income limits apply to the Homestead Exclusion (\$27,100) and the Circuit Breaker Deferment (\$40,650). The Disabled Veteran Exclusion applies to honorably discharged veterans or their surviving unmarried spouse who suffers from a service-connected, total and permanent disability.

For more information or a tax relief application please contact our office at 336-641-3320. Applications are also available at our website. The due date for these applications is June 1<sup>st</sup>.

**If you are currently receiving the Homestead or Veterans exclusion you do not need to re-apply. Circuit Breaker Deferment requires annual application.**

If you are currently enrolled in any of these programs and no longer qualify, you must contact our office at 336-641-3320.

# LISTING YOUR PROPERTY

## What is Required

Of

## Every Property Owner



**Guilford County Tax Department**

**PO Box 3138**

**Greensboro, NC 27402**

**336-641-3320**

**Email: [taxdir@co.guilford.nc.us](mailto:taxdir@co.guilford.nc.us)**

**Visit us at: [www.co.guilford.nc.us](http://www.co.guilford.nc.us)**

