Town of Windsor
Assessors Office
275 Broad Street
Windsor, CT 06095

Form P-4
Instructions

LESSEE'S REPORT OF PERSONAL PROPERTY

Listed on the enclosed report are the owners of any leased, loaned or rented equipment that had personal property at your location as of October 1, 2019. Please adjust this list by eliminating those firms who no longer have equipment at your location, and adding the names and addresses of any new firm(s) as of October 1, 2020. Attach a separate sheet if necessary.

If there is no leased, loaned or rented equipment please write "none" and return.

Please complete the form by filling in the description of equipment, the details of the lease agreement, sign it and return it to the Windsor Assessor's Office in the enclosed envelope no later than November 2, 2020.

Items to be reported include machinery and equipment, office furniture and fixtures, copy machines, fax machines, electronic data processing equipment, telephone systems, security alarm systems, amusement or vending machines, postage meters, dumpsters, portable automated teller machines (ATM's) or any other type of equipment that is leased, loaned, rented or in your possession as of the assessment date.

If you have any questions concerning this form, please call the Windsor Assessor's Office at (860) 285-1819.

Lawrence LaBarbera, CCMA II, ASA
Town Assessor