

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, 2018, or within 15 days after demand if mailed after July 15, 2018.

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/. Step-by-step instructions are available when you log into e-Dec using the Account Number & Access Code.

IMPORTANT: Review previously reported aircraft, accessories and overhauls listed in Step 2. 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.

ADD: Go to Step 2 to add aircraft not previously reported that was owned, leased or under-your-control as of July 1, 2018. Enter the year manufactured, make model, tail number, serial number, year acquired, original purchase price including delivery and WITHOUT sales tax and current location of the aircraft.

DO NOT REPORT: Do not report items acquired after July 1, 2018. 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. The 2018 dates and times are: **Wednesday, July 11 from 1pm – 2pm and Thursday, July 26 from 9am – 10am.**

Trainings typically last one hour. Sessions will be held in the Health Department Conference Room, Bldg. B at 1001 E. Ninth Street in Reno. All attendees will receive an automatic 30-day filing extension. If you have any questions or need additional assistance please contact the Personal Property Division at (775) 328-2213.