



DURHAM COUNTY TAX ADMINISTRATION  
 PO BOX 3397  
 DURHAM, NC 27702  
 Phone: (919) 560-0300 Website: www.dconc.gov  
 ELECTRONIC SERVICE REQUESTED

**2024 REAL AND PERSONAL  
 PROPERTY LISTING FORM**  
**See Other Side for Important Information**

Owner Information:

ABSTRACT NUMBER	OWNER ID
PARCEL NUMBER	
TAX JURISDICTION	
PHYSICAL LOCATION OF PERSONAL PROPERTY/SITUS	

**IMPORTANT - THIS FORM MUST BE SIGNED AND RETURNED.**

**Deadline to Avoid 10% Late Listing Penalty  
 January 31, 2024**

**A. OWNER NAME MAILING ADDRESS, AND PHYSICAL  
 LOCATION OF PERSONAL PROPERTY -  
 MARK CHANGES ABOVE**

**B. PERSONAL PROPERTY**

1. **Confirm and correct the preprinted list.** Mark through any personal property not owned on January 1, 2024 and indicate if sold, traded, or given away, etc.
2. **Add any additional personal property that was owned as of January 1, 2024 but not preprinted on the form.** If additional space is needed, attach a separate sheet of paper to this form. List all manufactured homes, boats and boat motors, jet skis, aircraft, unlicensed vehicles, permanent tag vehicles, and International Registration Plan (IRP) vehicles owned as of January 1, 2024. **DO NOT LIST LICENSED VEHICLES WITH AN ANNUAL REGISTRATION RENEWAL UNLESS IT HAS AN IRP REGISTRATION.**

YEAR	MAKE	MODEL/STYLE	VEHICLE IDENTIFICATION NUMBER	SIZE WIDTH/LENGTH	PURCHASE COST	PURCHASE YEAR
1.						
2.						
3.						
4.						
5.						
6.						
7.						

**DUE BY  
 January 31st**

10896PPL 12/1/23 K

**C. REAL PROPERTY** - If you made changes to real property during 2023, indicate type of work and percent of completion as of January 1, 2024.

Changes to real property can be submitted online at [www.dconc.gov/tax](http://www.dconc.gov/tax); select real property record search.  
 If you cannot access the website and need to submit change, complete the section on the reverse side of this form.

**D. AFFIRMATION**

**LISTING MUST BE SIGNED BY A LEGALLY AUTHORIZED PERSON - Please check the capacity in which you are signing the affirmation.**

**For Individual Taxpayers**  Taxpayer  Guardian  Authorized Agent  Other person having knowledge of and charged with the care of the person and property of the taxpayer

**For Corporations, Partnerships, Limited Liability Companies, Unincorporated Associations:**

- Principal Officer of the Taxpayer Title \_\_\_\_\_  Full-time employee of the taxpayer who has been officially empowered by the principal officer to list the property and sign the affirmation. Title \_\_\_\_\_
- Authorized agent. If this capacity is selected. I certify that I have NCDOR Form AV-59 on file for this taxpayer:  Yes  No

Under penalties prescribed by law, I affirm that to the best of my knowledge and belief, this listing, including any accompanying statements, inventories, schedules, and any other information is true and complete. (If this is signed by an individual other than the taxpayer, please affirm the individual is familiar with the extent and true value of all of the taxpayer's property subject to taxation in this county and that this affirmation is based on all the information of which this individual has any knowledge )

Signature _____	Date _____	Authorized Agent _____
Telephone Number _____	Fax Number _____	Email Address _____

Any individual who willfully makes and subscribes an abstract listing required by the Subchapter II of Chapter 105 of the North Carolina General Statutes which he does not believe to be true and correct as to every material matter shall be guilty of a Class 2 misdemeanor.

**C. REAL PROPERTY (Con't)** - If you made changes to real property during 2023, indicate type of work and percent of completion as of January 1, 2024.

Complete this section if you do not have access to the website.

Built new house/structure	Cost \$	% Complete:	Address:
Description:			
Additions/Remodeling	Cost \$	% Complete:	Address:
Description:			
Demolition/Removal	Cost \$	% Complete:	Address:
Description:			

**PROPERTY TAX LISTING INSTRUCTIONS**

**A. Owner Name, Mailing Address, and Physical Location Corrections-** Please review preprinted owner name, mailing address and physical location. Indicate any changes to your name, mailing address or physical location of personal property.

**B. Personal Property-**List all manufactured homes, boats and boat motors, jet skis, aircraft, unlicensed vehicles, permanent tag vehicles, and International Registration Plan (IRP) vehicles owned as of January 1, 2024. Please provide complete descriptions of all property. Attach a separate sheet if necessary.

Manufactured Homes-Manufactured or mobile homes located in Durham County must be listed.

Boats and Boat Motors-Watercraft located in Durham County must be listed. Watercraft may include but is not limited to boats and boat motors and jet skis.

Aircraft-Aircraft, including Hot Air Balloons, Ultralights, and Gliders, located in Durham County must be listed.

Licensed Vehicles-The taxes on licensed vehicles will be included on the North Carolina Combined Registration Renewal and Property Tax Notice. Do not list licensed vehicles with an annual registration renewal unless the vehicle has an IRP registration.

International Registration Plan (IRP) vehicles-If you or your business owns a vehicle that has an IRP registration, these vehicles are required to be listed for property tax purposes. Complete and return the enclosed listing form and attach a list of IRP vehicles. Be sure to include the vehicle's make, model, year, VIN and license plate.

Unlicensed Vehicles-Vehicles not licensed with the NC Department of Motor Vehicles must be listed.

Permanent Multi-Year Trailers-Trailers licensed for multiple years with the NC Department of Motor Vehicles must be listed.

Business Personal Property-Business personal property such as furniture, fixtures, computers, machinery & equipment, supplies, leasehold improvements, construction in progress (CIP), appliances in rental property, and farm equipment used for a trade or business should be listed on a Business listing form. Business listing forms are available on our website.

Personal Property values may be appealed for thirty (30) days after receiving the bill. The letter of appeal should provide a description of your disagreement and include any documentation that will assist us in reviewing the account.

**C. Real Property-**Real Property in Durham County is permanently listed and does not require an annual listing. However, Real Property owners are required to list any new construction, additions, improvements, and deletions that occurred during the prior calendar year.

Real Property values reflect the market value as of the most recent county wide reappraisal. Property owners can appeal the appraised real property values beginning January 1 each year. The deadline to file the appeal is the day the Board of Equalization and Review adjourns.

**D. Affirmation-**This listing must be signed by the person whose duty it is to list property for taxation. In the case of an individual taxpayer who 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 capacity. In the case of a corporation, partnership, limited liability company or unincorporated association, the listing may be signed by a principal officer of the taxpayer, a full-time employee of the taxpayer who has been empowered to do so by a principal officer of the taxpayer or an agent of the taxpayer authorized by a principal officer of the taxpayer.

**CONTACT INFORMATION**

Physical Location:  
Durham County Tax Administration  
201 East Main Street, Third Floor  
Durham, NC 27701

Mailing Address:  
Durham County Tax Administration  
PO Box 3397  
Durham, NC 27702

Phone: (919) 560-0300  
Fax: (919) 560-0350  
[Email: Tax\\_assessor@dconc.gov](mailto:Tax_assessor@dconc.gov)  
Live chat: [bit.ly/dcotaxchat](https://bit.ly/dcotaxchat)

This form is due by January 31, 2024. Listings submitted by mail shall be deemed filed as of the date shown on the postmark affixed by Postal Service. If no date is shown on the postmark, or if the postmark is not affixed by the United States Postal Service, the abstract is considered filed when received in the office of the assessor.

Mail completed listing forms to:

**DURHAM COUNTY TAX ADMINISTRATION  
PERSONAL LISTING SECTION  
P.O. BOX 807  
MOUNT AIRY, NC 27030-0807**

**OR**

**Upload a completed, signed listing  
form using the Property Tax Listing  
Upload at [www.dconc.gov/tax](http://www.dconc.gov/tax)**