



240 GRANT AVENUE
P.O. BOX 126
SANTA FE, NM 87504-0126

ISAIAH F. ROMERO
ASSESSOR

IVAN BARRY
CHIEF DEPUTY
ASSESSOR

Account:

Keycode:

NOTICE OF BUSINESS PERSONAL PROPERTY RENDITION

December 1, 2024

Dear Business Owner,

Please find enclosed Business Personal Property rendition information for the 2025 tax year. Every business owner must complete a Business Personal Property rendition each year. The rendition must include additions and deletions of reportable personal property. An annual rendition must be submitted to the Assessor, even if the business entity has not made any changes reportable for federal income tax purposes. If a business has closed, it must report the cancellation of its personal property tax account to the Assessor.

All personal property (e.g. furniture, fixtures, computers, and equipment) owned and used by your business is subject to valuation for property taxation purposes pursuant to the New Mexico Property Tax Code Section 7-36-33 NMSA 1978 and regulation NMAC 3.5.6.40.

IMPORTANT CHANGE: In an effort to be efficient, we are requesting that all submissions are sent through our online CRM Portal. Please follow the step-by-step instructions enclosed. In addition, you can visit our website for more information, instructions, and live chat support at: www.santafecountynm.gov/assessor. **The deadline for all completed submissions is Friday, February 28, 2025.** All mail-in renditions must be postmarked by this date. All online renditions must be submitted by 11:59:59 pm Mountain Standard Time on the day of the deadline. Any renditions that are received after the deadline may incur penalty and interest charges.

Personal property reportable to the Assessor is defined by Section 7-36-8B (7) to be tangible property:

- a) that is used, produced, manufactured, held for sale, leased or maintained by a person for purposes of the persons profession, business, or occupation; and
- b) for which the owner has claimed a deduction for depreciation for federal income tax purposes during any federal income taxable year occurring in whole or in part during the twelve months

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MAIN: (505) 986-6300 • EMAIL: assessor@santafecountynm.gov
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immediately preceding the first day of the property tax year.

Excluded from this definition are inventory held for resale, licensed vehicles, leasehold improvements, and supplies.

For a submitted rendition to be considered complete and timely, please adhere to the following:

1. The entire rendition must be completed, including boxes 2 & 3 (if applicable).
2. We are requesting that the asset listings be reported using the itemized rendition report (located on the CRM Portal). The use of any alternative formats may result in errors and may create processing delays.

If you have any questions or require more information, please contact our Business Personal Property Department at (505) 995-2724, (505) 986-6313 or (505) 986-6300 or email the department at assessor.bpp@santafecountynm.gov.

Thank you,

Isaiah F. Romero
Santa Fe County Assessor



*Follow the QR code to file
Business Personal Property Renditions:
www.santafecountynm.gov/assessor/forms_and_exemptions/crm_portal*



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BUSINESS PERSONAL PROPERTY CRM PORTAL INSTRUCTIONS

1. Follow the link below (or you can scan the QR Code on the next page) for the CRM Portal on our website:
https://www.santafecountynm.gov/assessor/forms_and_exemptions/crm_portal
 - a. Or visit our website, and under the “Forms” Tab, click on “CRM Portal”
2. Create Your Account:
 - a. Create your account by clicking on “Continue to CRM Portal”
3. Once you click on “Continue to CRM Portal”, you will be directed to the “Login” screen
 - If you have your login information, fill out the email & password field and click on “Login”
 - If you do not have an account, you can click on “Create a New Account”, then fill out each required field with an asterisk (*)
 - Once you complete every field, click on “Submit”
4. Once you click on “Submit”, you will be directed to another screen. Click on “View/Add Accounts”
5. Then click on “Add Property”
 - a. When you click on “Add Property”, you will see a list that shows your “Current Parcels as Owner”
 - b. Under the “BPP Declaration” column, Click on the word “NO”
 - c. You will also be asked to enter a Key Code (located on the top right of your BPP Declaration Letter)
 - i. Sample: Keycode: 058DB1A74BC
 - d. Click on “Confirm” and “Add as Owner”
6. You will be directed to the next screen to verify that the Parcel Number, Owner Name & Property Address is correct. Then click on “Start Business Personal Property Form”
7. You will be directed to the “Business Personal Property Declaration”
 - a. Business Information (complete each field noted with an asterisk (*))

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- b. Transfer of Ownership or Business Closing (only place a checkmark if your business has recently changed ownership or closed)
 - c. Active Business No Longer Depreciating Assets (only place a checkmark if your current business is no longer depreciating assets)
 - d. Click on “Save & Continue to Itemized Report”
8. You will be directed to the “Itemized Rendition Report”
- a. Fill out the Itemized Rendition Report with the information needed.
9. Once completed, you can click on:
- a. “Save Changes”
 - b. “Save & Return to BPP Declaration”
 - c. “Submit Form”
10. When you click on “Submit Form”, an acknowledgement of an “Important Information” statement will appear.
11. Checkmark the “I Agree to the Above” & then Click on “Submit Form”
12. Once you click on “Submit Form”, you will receive a pop-up that states the following and then you can click on “Ok”
13. You have successfully submitted your BPP Declaration!

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2025 DEPRECIATION SCHEDULES

<p align="center">Schedule 1 6 year life</p> <p align="center">Drilling & Well Service</p>	<p align="center">Schedule 2 10 year life</p> <p align="center">FF&E, Communications, Phone Systems, Vending Machines, Recreation Equip., Residential Furnishings, Motels, Restaurants & Bars, Farm Equip., Hand Tools, All Signs, Heavy Constr. Contractors Equip., Solar Panels</p>	<p align="center">Schedule 3 6 year life</p> <p align="center">Computer Equip., Typewriters, Copiers, Calculators, Fax Machines, Electronic Equip., Cell Phones, TV's</p>	<p align="center">Schedule 4 3 year life</p> <p align="center">Short Term Rentals, VCR's, Video Games, Software, etc.</p>
<p>2024 93%</p> <p>2023 78%</p> <p>2022 64%</p> <p>2021 49%</p> <p>2020 34%</p> <p>2019 20%</p> <p>2018 13%</p>	<p>2024 96%</p> <p>2023 87%</p> <p>2022 78%</p> <p>2021 69%</p> <p>2020 61%</p> <p>2019 52%</p> <p>2018 43%</p> <p>2017 34%</p> <p>2016 26%</p> <p>2015 17%</p> <p>2014 13%</p>	<p>2024 93%</p> <p>2023 78%</p> <p>2022 64%</p> <p>2021 49%</p> <p>2020 34%</p> <p>2019 20%</p> <p>2018 13%</p>	<p>2024 85%</p> <p>2023 56%</p> <p>2022 27%</p> <p>2021 13%</p>
<p align="center">Schedule 5 14 year life</p> <p align="center">Manufacturing Equip. of Chemical, Rubber, Metal, Stone, Glass, Steel Mills</p>	<p align="center">Schedule 6 20 year life</p> <p align="center">Wood Billboards</p>	<p align="center">Schedule 7 25 year life</p> <p align="center">Gas & Purification Plants, Pipelines, Oil Field Compressors, Storage</p>	<p align="center">Schedule 8 45 year life</p> <p align="center">Metal Billboards, Bank Vaults</p>
<p>2024 97%</p> <p>2023 91%</p> <p>2022 84%</p> <p>2021 78%</p> <p>2020 72%</p> <p>2019 66%</p> <p>2018 59%</p> <p>2017 53%</p> <p>2016 47%</p> <p>2015 41%</p> <p>2014 34%</p> <p>2013 28%</p> <p>2012 22%</p> <p>2011 16%</p> <p>2010 13%</p>	<p>2024 98%</p> <p>2023 93%</p> <p>2022 89%</p> <p>2021 85%</p> <p>2020 80%</p> <p>2019 76%</p> <p>2018 72%</p> <p>2017 67%</p> <p>2016 63%</p> <p>2015 58%</p> <p>2014 54%</p> <p>2013 50%</p> <p>2012 45%</p> <p>2011 41%</p> <p>2010 37%</p> <p>2009 32%</p> <p>2008 28%</p> <p>2007 23%</p> <p>2006 19%</p> <p>2005 15%</p> <p>2004 13%</p>	<p>2024 98%</p> <p>2023 95%</p> <p>2022 91%</p> <p>2021 88%</p> <p>2020 84%</p> <p>2019 81%</p> <p>2018 77%</p> <p>2017 74%</p> <p>2016 70%</p> <p>2015 67%</p> <p>2014 63%</p> <p>2013 60%</p> <p>2012 56%</p> <p>2011 53%</p> <p>2010 49%</p> <p>2009 46%</p> <p>2008 42%</p> <p>2007 39%</p> <p>2006 35%</p> <p>2005 32%</p> <p>2004 28%</p> <p>2003 25%</p> <p>2002 21%</p> <p>2001 18%</p> <p>2000 14%</p> <p>1999 13%</p>	<p>2024 99%</p> <p>2023 97%</p> <p>2022 95%</p> <p>2021 93%</p> <p>2020 91%</p> <p>2019 89%</p> <p>2018 87%</p> <p>2017 86%</p> <p>2016 84%</p> <p>2015 82%</p> <p>2014 80%</p> <p>2013 78%</p> <p>2012 76%</p> <p>2011 74%</p> <p>2010 72%</p> <p>2009 70%</p> <p>2008 68%</p> <p>2007 66%</p> <p>2006 64%</p> <p>2005 62%</p> <p>2004 60%</p> <p>2003 58%</p> <p>2002 56%</p> <p>2001 54%</p> <p>2000 53%</p> <p>1999 51%</p> <p>1998 49%</p> <p>1997 47%</p> <p>1996 45%</p> <p>1995 43%</p> <p>1994 41%</p> <p>1993 39%</p> <p>1992 37%</p> <p>1991 35%</p> <p>1990 33%</p> <p>1989 31%</p> <p>1988 29%</p> <p>1987 27%</p> <p>1986 25%</p> <p>1985 23%</p> <p>1984 21%</p> <p>1983 20%</p> <p>1982 18%</p> <p>1981 16%</p> <p>1980 14%</p> <p>1979 13%</p>

