

**INSTRUCTIONS FOR FILING AD VALOREM TAX EXEMPTION  
REQUEST IN DESOTO COUNTY, MISSISSIPPI  
FOR MANUFACTURERS AND DISTRIBUTORS**

**Tax Exemption:**

- **New Industrial Ad Valorem Tax Exemption** provides relief from all ad valorem taxes except for the following that are not exempted: *Education County Levy, Road and Bridge and Debt Service taxes, and State Mandated County Levies*, for certain eligible industries, including manufacturers, warehouses, and distribution centers, for a term not to exceed ten (10) years.
- **Expanded Properties Ad Valorem Tax Exemption** provides the same for established industries that expand their facilities in later years. The Expanded Properties Exemption applies only to additional property acquired.
- These exemptions apply only to real property, furniture and fixtures, machinery and equipment and other property used in and necessary to the operation of eligible industrial enterprises.
- **All equipment** should be installed and placed in service *prior* to completion date shown on application.
- **Minimum capital investment** to be met to be considered:

|                                   |                    |
|-----------------------------------|--------------------|
| <b>5-25 current FTE employees</b> | <b>\$300,000</b>   |
| <b>26 + current FTE employees</b> | <b>\$500,000 +</b> |

**Filing Deadlines:**

- **June 1** of the year immediately following the completion date of a *new* enterprise or *expansion* – application for tax exemption due.
- **Completion of Project** – considered to be the date that all equipment is installed and operations have begun.
- **Application for Free Port Warehouse License** must be filed by *December 31* of the year before the covered inventory is subject to assessment. The governing authorities grant the exemption for Free Port Warehouse purposes and license is issued by, and reports are to be filed with the Tax Assessor.
- **Before January 1** of the year in which exemption is requested – exemption must be approved by DeSoto County Board of Supervisors and license issued by the DeSoto County Tax Assessor.
- **March 31** – Free Port Warehouse annual reports due to Tax Assessor’s Office.

**Assessment Dates:**

- All taxable real property situated in the State of Mississippi before **January 1** of each year, and all other taxable property so situated or brought into this state at any time prior to **March 1** of each year, shall be assessed and taxes thereon paid for the same year. (Mississippi Code Section 27-35-3)

### Required Documents to file:

- Guidelines for Tax Advisory Committee
- Application for Ad Valorem Tax Exemption
- Application for Free Port Warehouse Exemption (Application for License) & Report of Inventory (estimate if necessary)
- Application for DeSoto Council Membership (Membership Investment Schedule)

### Guidelines:

- Consideration given to full 10-year exemption on Real Property addition.
- Exemption on Personal Property – consideration given to tax exemption for the length of the real property lease; in either case of ownership or lease, exemption not to exceed 10 years.
- Any company applying for a tax exemption where an existing business is acquired and continues would be eligible to apply for a new exemption on previously exempted equipment that is not older than ten years old. If real property changes ownership by deed, the new owner can apply for an exemption on real property.
- Existing businesses that relocate to DeSoto County shall be entitled to an exemption as noted above, but at the depreciated value of the equipment according to the actual age of the equipment. No equipment older than ten years will be exempted. Personal property cannot be exempted from taxation for more than ten years. Requests for personal property exemptions must include a detailed listing of personal property, including asset descriptions, identifying asset numbers, purchase dates/dates placed in service, and purchase prices (or values).
- Personal property exemption for expansions of existing DeSoto County businesses – consideration given to 5-year exemption. In the event that capital investment and/or employment are favorable, then consideration could be given for an exemption of up to 10 years, also determined by lease/ownership status. Real property expansions would be considered for a 10-year period.

### Exhibit to the application must show the following:

- **Real Property – (A LEGAL DESCRIPTION AND A COPY OF THE DEED)** of the property and its exact location and amount paid for the property. The description includes the number of acres and a plat of the property.
- **Existing building on the property** – description of the building, including square footage, type of construction, and the true value of the building (purchase price).
- **Newly constructed buildings** – detail of the construction costs to include costs for electrical, plumbing, etc. If the contractor uses a standardized application for payment form, which details these items, the final application may be submitted.
- **Detail each piece of equipment** giving date of installation, identifying asset number, true value of the equipment. Each item must be listed separately. **Examples of summary and detail for asset listing is attached.** *Individual items costing less than \$1000, software, and tagged motor vehicles are not eligible for exemptions.*

Submit taxable asset listing in Excel spreadsheet format and email to: [aculver@desotocountymys.org](mailto:aculver@desotocountymys.org)

- **Taxable asset listing** should list Real and Personal Property separately.

(Example)

**Exhibit A**

| <u>Description</u>                   | <u>Year</u> | <u>Amount</u>      |
|--------------------------------------|-------------|--------------------|
| <u>Computers &amp; Equipment</u>     |             |                    |
|                                      | 2010        | \$ 271,255.20      |
|                                      | 2003        | \$ 17,907.12       |
|                                      | 2002        | \$ 7,298.01        |
|                                      | 2001        | \$ 861.59          |
|                                      | 1999        | <u>\$ 6,652.06</u> |
| Subtotal for C&E                     |             | \$303,973.98       |
| <br><u>Furniture &amp; Fixtures</u>  |             |                    |
|                                      | 2010        | \$ 466,943.87      |
|                                      | 2001        | \$ 887.15          |
|                                      | 1999        | \$ 10,056.79       |
|                                      | 1996        | \$ 18,674.20       |
|                                      | 1995        | \$ 10,886.55       |
|                                      | 1991        | \$ 236.32          |
|                                      | 1990        | <u>\$ 600.00</u>   |
| Subtotal for F&F                     |             | \$ 508,284.88      |
| <br><u>Machinery &amp; Equipment</u> |             |                    |
|                                      | 2011        | \$ 286,105.16      |
|                                      | 2010        | \$ 295,363.69      |
|                                      | 2009        | \$ 20,354.95       |
|                                      | 2008        | \$ 47,694.50       |
|                                      | 2007        | \$ 26,650.04       |
|                                      | 2006        | \$ 68,886.77       |
|                                      | 2005        | \$ 77,254.80       |
|                                      | 2004        | \$ 4,613.69        |
|                                      | 2003        | \$ 14,361.94       |
|                                      | 2002        | \$ 250,633.05      |
|                                      | 2001        | \$ 146,865.26      |
|                                      | 2000        | \$ 196,150.04      |
|                                      | 1999        | \$ 82,002.12       |
|                                      | 1998        | \$ 23,825.57       |
|                                      | 1997        | \$ 83,896.93       |
|                                      | 1996        | \$ 82,912.62       |
|                                      | 1995        | \$ 28,190.01       |
|                                      | 1994        | \$ 28,782.73       |
|                                      | 1993        | \$ 926.29          |

|                  |                    |
|------------------|--------------------|
| 1992             | \$ 10,388.64       |
| 1990             | \$ 716.45          |
| 1989             | \$ 4,336.00        |
| 1984             | \$ 2,707.27        |
| 1981             | \$ 7,795.74        |
| 1979             | \$ 1,515.00        |
| 1978             | <u>\$ 2,630.97</u> |
| Subtotal for M&E | \$1,795,560.23     |

**Furniture & Equipment Totals: \$2,607,819.09**

Leasehold Improvements

|                 |                     |
|-----------------|---------------------|
| 2011            | \$ 34,786.01        |
| 2010            | <u>\$ 91,668.22</u> |
| Subtotal for LI | \$ 126,454.23       |

**GRAND TOTAL: \$2,734,273.32**

(Example)

Personal Property Rendition  
EXHIBIT A

SECTION 3 – FURNITURE AND EQUIPMENT

Additions:

| Sys No                         | Description   | Class | Year Purchased | Purchased New/Used | Year of Manufacturing | Cost Installed       |
|--------------------------------|---|-------|----------------|--------------------|-----------------------|----------------------|
| <b>Class = CE</b>              |   |       |                |                    |                       |                      |
| <b>Acquisition Date = 2010</b> |   |       |                |                    |                       |                      |
| 002436                         | ZEBRA ZM400 THERMAL LABEL PRINTER 08J101000099 WITH THIN CLIENT | CE    | 11/01/2010     | New                | 2010                  | \$ 2,294.08          |
| 002437                         | ZEBRA ZM400 THERMAL LABEL PRINTER 08J101000119 WITH THIN CLIENT | CE    | 11/01/2010     | New                | 2010                  | 2,294.08             |
| 002438                         | ZEBRA ZM400 THERMAL LABEL PRINTER 08J101000121 WITH THIN CLIENT | CE    | 11/01/2010     | New                | 2010                  | 2,294.09             |
| 002456                         | IT SERVICES FOR SOUTHAVEN                                       | CE    | 10/01/2010     | New                | 2010                  | 150,884.80           |
| 002410                         | DELL 1610HD PROJECTOR   | CE    | 09/01/2010     | New                | 2010                  | 1,106.44             |
| 002411                         | DELL 1610HD PROJECTOR   | CE    | 09/01/2010     | New                | 2010                  | 1,106.45             |
| 002412                         | ZEBRA ZM400 THERMAL LABEL PRINTER                               | CE    | 09/01/2010     | New                | 2010                  | 1,619.42             |
| 002413                         | ZEBRA ZM400 THERMAL LABEL PRINTER                               | CE    | 09/01/2010     | New                | 2010                  | 1,619.42             |
| 002414                         | RFID LABEL PRINTER  | CE    | 09/01/2010     | New                | 2010                  | 2,384.30             |
| 002415                         | RFID LABEL PRINTER  | CE    | 09/01/2010     | New                | 2010                  | 2,384.31             |
| 002454                         | NETWORKS FOR SOUTHAVEN  | CE    | 08/01/2010     | New                | 2010                  | <u>103,267.82</u>    |
| <b>Acquisition Date = 2010</b> |   |       |                |                    |                       | <b>\$ 271,255.20</b> |
| <b>Acquisition Date = 2003</b> |   |       |                |                    |                       |                      |
| 002394                         | PRINTER – HP LASERJET 4300N                                     | CE    | 08/01/2003     | New                | 2003                  | \$ 1,983.94          |
| 002395                         | PRINTER – HP LASERJET 4300N                                     | CE    | 08/01/2003     | New                | 2003                  | 1,983.94             |
| 002606                         | ZEBRA LABEL PRINTER   | CE    | 12/01/2003     | New                | 2003                  | 5,099.61             |
| 002568                         | ENCLOSURE TO PROTECT ZEBRA LABEL PRINTERS                       | CE    | 10/01/2003     | New                | 2003                  | 971.65               |
| 002605                         | ZEBRA LABEL CUTTER  | CE    | 10/01/2003     | New                | 2003                  | 1,158.39             |
| 002599                         | ZEBRA LABEL PRINTER FOR LOG PRO                                 | CE    | 07/01/2003     | New                | 2003                  | 1,079.33             |
| 002600                         | ZEBRA LABEL PRINTER FOR LOG PRO                                 | CE    | 07/01/2003     | New                | 2003                  | 1,079.33             |
| 002601                         | ZEBRA PRINTER FOR LOG PRO                                       | CE    | 07/01/2003     | New                | 2003                  | 1,079.32             |
| 002602                         | ZEBRA PRINTER FOR LOG PRO                                       | CE    | 07/01/2003     | New                | 2003                  | 1,287.43             |
| 002603                         | ZEBRA PRINTER FOR LOG PRO                                       | CE    | 07/01/2003     | New                | 2003                  | 1,287.43             |
| 002604                         | ZEBRA PRINTER FOR LOG PRO                                       | CE    | 07/01/2003     | New                | 2003                  | <u>896.75</u>        |
| <b>Acquisition Date = 2003</b> |   |       |                |                    |                       | <b>\$ 17,907.12</b>  |
| <b>Acquisition Date = 2002</b> |   |       |                |                    |                       |                      |
| 002564                         | ZEBRA 170XI 111 PRINTER WITH CUTTER AND REWIND KIT              | CE    | 09/01/2002     | New                | 2002                  | \$ 5,299.00          |
| 002560                         | ALLEN BRADEY PLC SOFTWARE                                       | CE    | 06/01/2002     | New                | 2002                  | <u>1,999.01</u>      |
| <b>Acquisition Date = 2002</b> |   |       |                |                    |                       | <b>\$ 7,298.01</b>   |
| <b>Acquisition Date = 2001</b> |   |       |                |                    |                       |                      |
| 002624                         | VIDEO CONFERENCING – 32" SONY MONITOR SC                        | CE    | 02/01/2001     | New                | 2001                  | \$ <u>861.59</u>     |
| <b>Acquisition Date = 2001</b> |   |       |                |                    |                       | <b>\$ 861.59</b>     |
| <b>Acquisition Date = 1999</b> |   |       |                |                    |                       |                      |
| 002393                         | LABEL PRINTER-ZEBRA 170X1 11:SER/PAR, REW                       | CE    | 04/01/1999     | New                | 1999                  | <u>\$ 6,652.06</u>   |
| <b>Acquisition Date = 1999</b> |   |       |                |                    |                       | <b>\$ 303,973.98</b> |
| <b>Class = CE</b>              |   |       |                |                    |                       |                      |
| <hr/>                          |   |       |                |                    |                       |                      |
| <b>Class = FF</b>              |   |       |                |                    |                       |                      |
| <b>Acquisition Date = 2010</b> |   |       |                |                    |                       |                      |
| 002442                         | 10" COLUMN PROTECTORS (24)                                      | FF    | 12/01/2010     | New                | 2010                  | \$ 5,113.32          |
| 002443                         | 5 WORK BENCHES  | FF    | 12/01/2010     | New                | 2010                  | 3,935.23             |
| 002461                         | GDM72 REFRIGERATOR  | FF    | 11/01/2010     | New                | 2010                  | 3,540.18             |
| 002462                         | SIGNS-GROUND & DOORS  | FF    | 11/01/2010     | New                | 2010                  | 7,555.24             |
| 002409                         | RACKING MATERIALS AND INSTALLATION                              | FF    | 09/01/2010     | New                | 2010                  | <u>\$446,799.90</u>  |
| <b>Acquisition Date = 2010</b> |   |       |                |                    |                       | <b>\$466,943.87</b>  |
| <b>Acquisition Date = 2001</b> |   |       |                |                    |                       |                      |
| 002625                         | VIDEO CONFERENCING – BASIC 3 SHELF BLACK CART SC                | FF    | 02/01/2001     | New                | 2001                  | \$ <u>887.15</u>     |
| <b>Acquisition Date = 2001</b> |   |       |                |                    |                       | <b>\$ 887.15</b>     |
| <b>Acquisition Date = 1999</b> |   |       |                |                    |                       |                      |
| 002371                         | OFFICE D FURNITURE  | FF    | 10/01/1999     | New                | 1999                  | \$ 1,553.05          |
| 002372                         | 48 X 96 CONFERENCE TABLE  | FF    | 10/01/1999     | New                | 1999                  | 454.65               |
| 002373                         | 8 MID-BACK COMMERCE CHAIRS                                      | FF    | 10/01/1999     | New                | 1999                  | 1,550.14             |
| 002374                         | OFFICE C FURNITURE  | FF    | 10/01/1999     | New                | 1999                  | 1,541.15             |
| 002375                         | OFFICE A FURNITURE  | FF    | 10/01/1999     | New                | 1999                  | 1,553.05             |
| 002376                         | OFFICE B FURNITURE  | FF    | 10/01/1999     | New                | 1999                  | 1,553.05             |
| 002377                         | 7 GUESTS CHAIRS – OFFICES CLOTH/BLK                             | FF    | 10/01/1999     | New                | 1999                  | 750.17               |
| 002628                         | CABINET-DELUXE LIST A MODULAR DRAWER GAGE CABINET               | FF    | 01/01/1999     | New                | 1999                  | <u>1,101.53</u>      |
| <b>Acquisition Date = 1999</b> |   |       |                |                    |                       | <b>\$ 10,056.79</b>  |

**Acquisition Date = 1996**

|                                |   |    |            |     |      |                 |
|--------------------------------|---|----|------------|-----|------|-----------------|
| 002378                         | FURNITURE-DESK, FILE, CHAIRS                        | FF | 12/01/1996 | New | 1996 | \$ 1,301.24     |
| 002379                         | FURNITURE-DESK, CHAIRS                              | FF | 12/01/1996 | New | 1996 | 999.30          |
| 002380                         | FURNITURE-DESKS, CHAIRS, STACK ONS                  | FF | 12/01/1996 | New | 1996 | 1,907.97        |
| 002381                         | FURNITURE-DESK, CHAIR                               | FF | 12/01/1996 | New | 1996 | 898.33          |
| 002382                         | FURNITURE-DESK, FILES, CHAIRS, BOOKCASES, STACK ONS | FF | 12/01/1996 | New | 1996 | 2,802.08        |
| 002383                         | PANELS-DIVIDERS, 2 CHAIRS - 4 45X65 AND 3 60X65     | FF | 12/01/1996 | New | 1996 | 2,545.63        |
| 002384                         | FURNITURE-DESKS, CHAIRS                             | FF | 12/01/1996 | New | 1996 | 1,664.58        |
| 002627                         | LOCKERS-50 STORAGE, 3 HIGH, 12X15X36 DBL TIER       | FF | 09/01/1996 | New | 1996 | <u>6,555.07</u> |
| <b>Acquisition Date = 1996</b> |   |    |            |     |      | \$ 18,674.20    |

**Acquisition Date = 1995**

|                                |   |    |            |     |      |                     |
|--------------------------------|---|----|------------|-----|------|---------------------|
| 002385                         | FURNITURE-DESKS, CHAIRS, CREDENZAS, STG UNITS-MKTG MOVE | FF | 09/01/1995 | New | 1995 | <u>\$ 10,888.55</u> |
| <b>Acquisition Date = 1995</b> |   |    |            |     |      | \$ 10,888.55        |

**Acquisition Date = 1991**

|                                |  |    |            |     |      |                  |
|--------------------------------|--|----|------------|-----|------|------------------|
| 002392                         | TABLE - FREE STANDING, AUTUMN OAK - EMPLOYEE ENTRANCE AREA | FF | 05/01/1991 | New | 1991 | <u>\$ 236.32</u> |
| <b>Acquisition Date = 1991</b> |  |    |            |     |      | \$ 236.32        |

**Acquisition Date = 1990**

|                                |                        |    |            |     |      |                  |
|--------------------------------|------------------------|----|------------|-----|------|------------------|
| 002391                         | FIRE EXTINGUISHERS (8) | FF | 03/01/1990 | New | 1990 | <u>\$ 600.00</u> |
| <b>Acquisition Date - 1990</b> |                        |    |            |     |      | \$ 600.00        |
| <b>Class = FF</b>              |                        |    |            |     |      | \$ 508,284.88    |

**Class = ME****Acquisition Date = 2011**

|                                |                            |    |            |     |      |               |
|--------------------------------|----------------------------|----|------------|-----|------|---------------|
| 002652                         | PICK TO LIGHT              | ME | 05/01/2011 | New | 2011 |               |
| 002650                         | NITON ANALYZERS MODEL XL3T | ME | 07/01/2011 | New | 2011 | \$ 41,551.0   |
| 002608                         | 5-BLACK ANTI-FATIGUE MATS  | ME | 01/01/2011 | New | 2011 | <u>993.28</u> |
| <b>Acquisition Date = 2011</b> |                            |    |            |     |      | \$286,105.16  |

**Acquisition Date = 2010**

|                                |  |    |            |      |      |                 |
|--------------------------------|--|----|------------|------|------|-----------------|
| 002424                         | NISSAN FORKLIFT 9Y0050                               | ME | 11/01/2010 | New  | 2010 | \$35,667.38     |
| 002425                         | ENERSYS BATTERY R1H616118                            | ME | 11/01/2010 | New  | 2010 | 5,967.72        |
| 002426                         | ENERSYS BATTERY R1H616119                            | ME | 11/01/2010 | New  | 2010 | 5,967.72        |
| 002427                         | ENERSYS BATTERY R11619142                            | ME | 11/01/2010 | New  | 2010 | 5,967.72        |
| 002428                         | ENERSYS BATTERY R11619142                            | ME | 11/01/2010 | New  | 2010 | 5,967.72        |
| 002429                         | BATTERY CHARGER IF65337                              | ME | 11/01/2010 | New  | 2010 | 4,456.55        |
| 002430                         | BATTERY CHARGER IF65338                              | ME | 11/01/2010 | New  | 2010 | 4,456.55        |
| 002431                         | BATTERY CHARGER IF65339                              | ME | 11/01/2010 | New  | 2010 | 4,456.55        |
| 002432                         | BATTERY CHARGER IF65340                              | ME | 11/01/2010 | New  | 2010 | 4,456.55        |
| 002434                         | 2-YD LANDFILL COMPACTOR                              | ME | 11/01/2010 | New  | 2010 | 4,797.77        |
| 002435                         | 2-YD LANDFILL COMPACTOR                              | ME | 11/01/2010 | New  | 2010 | 4,797.76        |
| 002440                         | NISSAN REACH TRUCK SM1H245NV                         | ME | 12/01/2010 | New  | 2010 | 35,667.38       |
| 002441                         | BATTERY TRANSFER CART                                | ME | 12/01/2010 | New  | 2010 | 3,589.91        |
| 002444                         | INTEGRA COMPRESSOR                                   | ME | 12/01/2010 | New  | 2010 | 14,977.85       |
| 002445                         | SUNRAY 400 SM, CONVEYOR 40 120 VOLT & MOUNTING STAND | ME | 12/01/2010 | New  | 2010 | 28,160.94       |
| 002446                         | TREE PRUNER CLAMSHELL PACKING EQUIPMENT              | ME | 12/01/2010 | New  | 2010 | 12,305.89       |
| 002455                         | SOUTHAVEN PHONES                                     | ME | 08/01/2010 | New  | 2010 | 20,964.76       |
| 002463                         | NISSAN REACH TRUCK SM1H245NV                         | ME | 11/01/2010 | New  | 2010 | 35,667.38       |
| 002464                         | NISSAN FORK TRUCK 9Y0049                             | ME | 11/01/2010 | New  | 2010 | 35,667.38       |
| 002465                         | SHOVEL TESTER IN QA                                  | ME | 11/01/2010 | New  | 2010 | 2,057.61        |
| 002466                         | SCISSOR LIFT S/N                                     | ME | 11/01/2010 | Used | 2010 | 9,700.00        |
| 002467                         | ANGULAR BLADE TESTING FIXTURE                        | ME | 11/01/2010 | New  | 2010 | 2,182.00        |
| 002598                         | FLOOR SCRUBBER BATTERY 18-E055L-15                   | ME | 10/01/2010 | New  | 2010 | 3,833.87        |
| 002597                         | ASSEMBLY EQUIPMENT FOR 9461 TREE PRUNNER             | ME | 03/01/2010 | New  | 2010 | <u>3,547.93</u> |
| <b>Acquisition Date = 2010</b> |  |    |            |      |      | \$ 295,363.69   |

**Acquisition Date = 2009**

|                                |                               |    |            |      |      |                  |
|--------------------------------|-------------------------------|----|------------|------|------|------------------|
| 002596                         | PRUNNING STICK SHAFT DIMPLIER | ME | 10/01/2009 | New  | 2009 | \$ 2,070.00      |
| 002595                         | PARTS WASHER - TMB3000        | ME | 08/01/2009 | New  | 2009 | 2,284.95         |
| 002390                         | REBUILD 2 DREXEL GEARBOXES    | ME | 03/01/2009 | Used | 2009 | <u>16,000.00</u> |
| <b>Acquisition Date = 2009</b> |                               |    |            |      |      | \$ 20,354.95     |

**Acquisition Date = 2008**

|                                |  |    |            |      |      |                 |
|--------------------------------|--|----|------------|------|------|-----------------|
| 002361                         | BATTERY FOR FORKLIFT HAWKER POWERLINE 18-100F-17 | ME | 12/01/2008 | Used | 2008 | \$ 4,953.23     |
| 002592                         | STRAP CUTTING MACHINE                            | ME | 12/01/2008 | New  | 2008 | 3,600.00        |
| 002593                         | HIGH FREQUENCY CHARGER                           | ME | 12/01/2008 | New  | 2008 | 3,929.87        |
| 002591                         | NISSAN FORD TRUCK-SHIPPING                       | ME | 10/01/2008 | New  | 2008 | 21,198.89       |
| 002589                         | DREXEL FORK TRUCK BATTERY REPLACEMENT            | ME | 06/01/2008 | New  | 2008 | 5,734.98        |
| 002587                         | RAYMOND BATTERY 12-E100-13                       | ME | 04/01/2008 | New  | 2008 | 3,086.93        |
| 002588                         | DREXEL BATTERY 18-E085-17                        | ME | 04/01/2008 | New  | 2008 | <u>5,190.60</u> |
| <b>Acquisition Date = 2008</b> |  |    |            |      |      | \$ 47,694.50    |

**Acquisition Date = 2007**

|        |  |    |            |     |      |              |
|--------|--|----|------------|-----|------|--------------|
| 002586 | WULFTEC MODEL SMLPA-200 WRAPPER        | ME | 12/01/2007 | New | 2007 | \$ 15,206.85 |
| 002581 | TOYOTA FORD TRUCK BATTERY              | ME | 08/01/2007 | New | 2007 | 4,646.22     |
| 002582 | SHOCK WATCH DEVICE INSTALLED ON DREXEL | ME | 08/01/2007 | New | 2007 | 1,077.80     |
| 002583 | SHOCK WATCH DEVICE INSTALLED ON DREXEL | ME | 08/01/2007 | New | 2007 | 1,072.95     |

|                                |  |    |            |      |      |                                |               |
|--------------------------------|--|----|------------|------|------|--------------------------------|---------------|
| 002584                         | DREXEL FOR TRUCK BATTERY 18-E085-17                                | ME | 08/01/2007 | New  | 2007 | <u>4,646.22</u>                |               |
|                                |  |    |            |      |      | <b>Acquisition Date = 2007</b> | \$ 26,650.04  |
| <b>Acquisition Date = 2006</b> |  |    |            |      |      |                                |               |
| 002370                         | DREXEL BATTERY CHARGER   | ME | 06/01/2006 | New  | 2006 | \$ 1,896.00                    |               |
| 002578                         | INTERPACK CARTON SEALER  | ME | 02/01/2006 | New  | 2006 | 7,221.18                       |               |
| 002579                         | DREXEL MODEL SLT30 FORK LIFT                                       | ME | 06/01/2006 | New  | 2006 | 55,378.01                      |               |
| 002580                         | SCHAEFF FORK TRUCK REPAIR  | ME | 11/01/2006 | New  | 2006 | <u>4,391.58</u>                |               |
|                                |  |    |            |      |      | <b>Acquisition Date = 2006</b> | \$ 68,886.77  |
| <b>Acquisition Date = 2005</b> |  |    |            |      |      |                                |               |
| 002574                         | TENNANT FLOOR SCRUBBER BATTERY                                     |    |            |      |      |                                |               |
| 002575                         | TOTE CONTAINERS  |    |            |      |      |                                |               |
| 002576                         | REBUILD OF MAIN STEERING MOTOR AND PIVOT BEARING ASSEMBLY          | ME | 11/01/2005 | New  | 2005 | \$ 2,509.85                    |               |
| 002577                         | SCHAEFF W35 STANDUP FORKLIFT TRUCK                                 | ME | 11/01/2005 | New  | 2005 | 4,810.80                       |               |
| 002397                         | RF GUN – MC9060 RADIO FREQUENCY GUN                                | ME | 11/01/2005 | New  | 2005 | 5,072.27                       |               |
| 002398                         | RF GUN – MC9060 RADIO FREQUENCY GUN                                | ME | 11/01/2005 | New  | 2005 | 7,963.00                       |               |
| 002399                         | RF GUN – MC9060 RADIO FREQUENCY GUN                                | ME | 07/01/2005 | New  | 2005 | 2,234.41                       |               |
| 002400                         | RF GUN – MC9060 RADIO FREQUENCY GUN                                | ME | 07/01/2005 | New  | 2005 | 2,138.52                       |               |
| 002401                         | RF GUN – MC9060 RADIO FREQUENCY GUN                                | ME | 07/01/2005 | New  | 2005 | 2,138.52                       |               |
| 002402                         | RF GUN – MC9060 RADIO FREQUENCY GUN                                | ME | 07/01/2005 | New  | 2005 | 2,138.52                       |               |
| 002403                         | RF GUN – MC9060 RADIO FREQUENCY GUN                                | ME | 07/01/2005 | New  | 2005 | 2,234.41                       |               |
| 002404                         | RF GUN – MC9060 RADIO FREQUENCY GUN                                | ME | 07/01/2005 | New  | 2005 | 2,234.41                       |               |
| 002405                         | RF GUN – MC9060 RADIO FREQUENCY GUN                                | ME | 07/01/2005 | New  | 2005 | 2,138.52                       |               |
| 002406                         | RF GUN – MC9060 RADIO FREQUENCY GUN                                | ME | 07/01/2005 | New  | 2005 | 2,138.52                       |               |
| 002407                         | RF GUN – MC9060 RADIO FREQUENCY GUN                                | ME | 07/01/2005 | New  | 2005 | 2,138.52                       |               |
| 002408                         | RF GUN – MC9060 RADIO FREQUENCY GUN                                | ME | 07/01/2005 | New  | 2005 | 2,138.52                       |               |
| 002480                         | RF GUN – MC9060 RADIO FREQUENCY GUN                                | ME | 07/01/2005 | New  | 2005 | 2,138.52                       |               |
| 002481                         | RF GUN – MC9060 RADIO FREQUENCY GUN                                | ME | 07/01/2005 | New  | 2005 | 2,234.41                       |               |
| 002482                         | RF GUN – MC9060 RADIO FREQUENCY GUN                                | ME | 07/01/2005 | New  | 2005 | 2,138.52                       |               |
| 002483                         | RF GUN – MC9060 RADIO FREQUENCY GUN                                | ME | 07/01/2005 | New  | 2005 | 2,138.52                       |               |
| 002573                         | BATTERY – 680 AMP BATTERY TYPE E18-E85-17 FOR FORKLIFT             | ME | 04/01/2005 | New  | 2005 | 3,081.00                       |               |
| 002572                         | BATTERY – 680 AMP BATTERY TYPE 18-E85-17 FOR FORKLIFT              | ME | 03/01/2005 | New  | 2005 | 3,960.69                       |               |
| 002615                         | RF GUN – MC9060 RADIO FREQUENCY GUN                                | EL | 07/01/2005 | New  | 2005 | 2,234.41                       |               |
| 002616                         | RF GUN – MC9060 RADIO FREQUENCY GUN                                | EL | 07/01/2005 | New  | 2005 | 2,138.52                       |               |
| 002617                         | RF GUN – MC9060 RADIO FREQUENCY GUN                                | EL | 07/01/2005 | New  | 2005 | 2,138.52                       |               |
| 002618                         | RF GUN – MC9060 RADIO FREQUENCY GUN                                | EL | 07/01/2005 | New  | 2005 | 2,234.41                       |               |
| 002619                         | RF GUN – MC9060 RADIO FREQUENCY GUN                                | EL | 07/01/2005 | New  | 2005 | 2,234.41                       |               |
| 002620                         | RF GUN – MC9060 RADIO FREQUENCY GUN                                | EL | 07/01/2005 | New  | 2005 | 2,138.52                       |               |
| 002621                         | RF GUN – MC9060 RADIO FREQUENCY GUN                                | EL | 07/01/2005 | New  | 2005 | <u>2,138.52</u>                |               |
|                                |  |    |            |      |      | <b>Acquisition Date = 2005</b> | \$ 77,254.80  |
| <b>Acquisition Date = 2004</b> |  |    |            |      |      |                                |               |
| 002571                         | BALTEC PNEUMATIC PRESS   | ME | 07/01/2004 | New  | 2004 | \$ 3,267.00                    |               |
| 002570                         | COUNTING SCALE W REMOTE SCALE CONNECTION & RECHARGEABLE BATTERY    | ME | 05/01/2004 | New  | 2004 | <u>1,346.69</u>                |               |
|                                |  |    |            |      |      | <b>Acquisition Date = 2004</b> | \$ 4,613.69   |
| <b>Acquisition Date = 2003</b> |  |    |            |      |      |                                |               |
| 002567                         | NISSAN BATTERY   | ME | 06/01/2003 | New  | 2003 | \$ 2,456.04                    |               |
| 002566                         | STRETCH WRAP BUNDLING MACHINE                                      | ME | 04/01/2003 | New  | 2003 | 7,995.00                       |               |
| 002609                         | CONVEYOR – HYTROL IN-FEED 11' X 22" CONVEYOR                       | ME | 04/01/2003 | New  | 2003 | <u>3,910.90</u>                |               |
|                                |  |    |            |      |      | <b>Acquisition Date = 2003</b> | \$ 14,361.94  |
| <b>Acquisition Date = 2002</b> |  |    |            |      |      |                                |               |
| 002369                         | ADD'L RACKING-PALLET RACK FOR DC-PPID MOVE REF FAM#4673            | ME | 05/01/2002 | New  | 2002 | \$ 1,000.00                    |               |
| 002368                         | RACKING-PALLET RACKING FOR DC – PPID MOVE REF FA#4705              | ME | 03/01/2002 | New  | 2002 | 172,480.85                     |               |
| 002565                         | STRETCH WRAPPER FOR WAREHOUSE – LANTECH, Q SERIES                  | ME | 11/01/2002 | New  | 2002 | 11,481.57                      |               |
| 002561                         | SCHAFF BATTERY 18-E125-13  | ME | 06/01/2002 | New  | 2002 | 3,355.96                       |               |
| 002562                         | DREXEL BATTERY 18-E085-17  | ME | 06/01/2002 | New  | 2002 | 3,331.69                       |               |
| 002563                         | DREXEL BATTERY 18-E085-17  | ME | 06/01/2002 | New  | 2002 | 3,331.69                       |               |
| 002559                         | TELESCOPING PRUNING STICK ASSEMBLY EQUIPMENT                       | ME | 04/01/2002 | New  | 2002 | 52,783.44                      |               |
| 002554                         | 4.5" LABEL DISPENSER FOR TELESCOPING PRUNING STIK CELL             | ME | 02/01/2002 | New  | 2002 | 573.57                         |               |
| 002555                         | 4.5" LABEL DISPENSER FOR TELESCOPING PRUNING STIK CELL             | ME | 02/01/2002 | New  | 2002 | 573.57                         |               |
| 002556                         | 4.5" LABEL DISPENSER FOR TELESCOPING PRUNING STIK CELL             | ME | 02/01/2002 | New  | 2002 | 573.57                         |               |
| 002557                         | 4.5" LABEL DISPENSER FOR TELESCOPING PRUNING STIK CELL             | ME | 02/01/2002 | New  | 2002 | 573.57                         |               |
| 002558                         | 4.5" LABEL DISPENSER FOR TELESCOPING PRUNING STIK CELL             | ME | 02/01/2002 | New  | 2002 | <u>573.57</u>                  |               |
|                                |  |    |            |      |      | <b>Acquisition Date = 2002</b> | \$ 250,633.05 |
| <b>Acquisition Date = 2001</b> |  |    |            |      |      |                                |               |
| 002360                         | FORKLIFT – DREXEL 6 MOTEL SLT30                                    | ME | 12/01/2001 | New  | 2001 | \$ 79,377.00                   |               |
| 002365                         | REBUILD MAINTENANCE BRIDGEPORT MILL REF: 300                       | ME | 08/01/2001 | Used | 2001 | 5,232.11                       |               |
| 002453                         | SAFETY GUARD FOR ALGUS SEALER #518 REF: 3055                       | ME | 07/01/2001 | New  | 2001 | 1,790.58                       |               |
| 002387                         | ADD'L RACKING-PALLET RACKS & DECKING AT DIST CTR REF: 4400         | ME | 06/01/2001 | New  | 2001 | 989.62                         |               |
| 002386                         | RACKING-PALLET RACKS & DECKING AT DIST CTR REF: 4515               | ME | 05/01/2001 | New  | 2001 | 31,867.16                      |               |
| 002396                         | RADIOS-6 FOR MATERIAL HANDLERS MD#AAH34RDC9AA1                     | ME | 06/01/2001 | New  | 2001 | 4,570.14                       |               |
| 002450                         | BATTERY-24 VOLT/875 AMP HR INDUSTRIAL W/STAND FOR CAT ORDER PICKER | ME | 01/01/2001 | New  | 2001 | 3,820.75                       |               |
| 002553                         | FORKLIFT BATTERY FOR NISSAN TRUCK                                  | ME | 11/01/2001 | New  | 2001 | 2,805.25                       |               |

|                                |   |    |            |     |      |                     |
|--------------------------------|---|----|------------|-----|------|---------------------|
| 002552                         | HOBART AIRFORCE 400 PLASMA CUTTER                               | ME | 10/01/2001 | New | 2001 | 1,412.65            |
| 002631                         | TST FIXTURES – GREENSLADE FASTENER INSPECTION GAGING CENTER     | ME | 05/01/2001 | New | 2001 | <u>15,000.00</u>    |
| <b>Acquisition Date = 2001</b> |   |    |            |     |      | \$ 146,865.26       |
| <b>Acquisition Date = 2000</b> |   |    |            |     |      |                     |
| 002569                         | 65 BINS – 45' X 48" PLASTIC CONTAINERS                          | ME | 12/01/2000 | New | 2000 | \$ 1,062.20         |
| 002634                         | RACKING DC MOVE (ADDITIONAL)                                    | ME | 11/17/2000 | New | 2000 | 36,892.77           |
| 002366                         | LIFT – MINI SCISSORS UPRIGHT MX19                               | ME | 11/01/2000 | New | 2000 | 9,250.00            |
| 002548                         | PRUNING STIK-ASSEMBLY EQUIPMENT                                 | ME | 11/01/2000 | New | 2000 | 23,416.23           |
| 002549                         | PRUNING STIK-ASSEMBLY EQUIPMENT                                 | ME | 11/01/2000 | New | 2000 | 23,416.23           |
| 002388                         | RACKING INDUSTRIAL DIV  | ME | 10/01/2000 | New | 2000 | 2,850.57            |
| 002389                         | WAREHOUSE RACKING FROM ODC MOVE                                 | ME | 06/01/2000 | New | 2000 | 93,813.77           |
| 002594                         | HYDROTEK PRESSURE WASHER HX21004E4                              | ME | 05/01/2000 | New | 2000 | 4,003.73            |
| 002547                         | ELECTRO MAGNETIC DRILL  | ME | 04/01/2000 | New | 2000 | <u>1,444.24</u>     |
| <b>Acquisition Date = 2000</b> |   |    |            |     |      | \$ 196,150.04       |
| <b>Acquisition Date = 1999</b> |   |    |            |     |      |                     |
| 002630                         | RACKING – ADD'L PALLET RACKS AND DECKING AT DC                  | ME | 12/01/1999 | New | 1999 | \$ 7,321.70         |
| 002546                         | METAL SHEAR   | ME | 11/01/1999 | New | 1999 | 2,210.23            |
| 002550                         | ENGINE LATHE W/STEEL BODY & DIGITAL READOUT                     | ME | 09/30/1999 | New | 1999 | 17,396.91           |
| 002358                         | FORKLIFT – CATERPILLAR MODEL EP20T 4000# ELECTRIC 36 VOLTS      | ME | 09/01/1999 | New | 1999 | 22,613.04           |
| 002632                         | STRETCH WRAP MACHINE-MODEL #WLP-750 REF FA#438 (WULFTEC)        | ME | 09/01/1999 | New | 1999 | 7,455.00            |
| 002633                         | RAMP FOR STRETCH WRAP MACHINE REF FA#437                        | ME | 09/01/1999 | New | 1999 | 505.88              |
| 002612                         | REF 2805-MODIFICATION TO FLOW RACK SYSTEM                       | ME | 04/01/1999 | New | 1999 | 4,019.57            |
| 002613                         | 1280 BINS – GREY 202 PLASTIC STACKING CONTAINER                 | ME | 04/01/1999 | New | 1999 | 8,977.84            |
| 002629                         | CASE SEALER-TOP & BOTTOM BELT DR RANDOM SEALER O/N 700R         | ME | 04/01/1999 | New | 1999 | 9,100.66            |
| 002545                         | PULLER SET – SNAP ON  | ME | 02/01/1999 | New | 1999 | <u>2,401.29</u>     |
| <b>Acquisition Date = 1999</b> |   |    |            |     |      | \$ 82,002.12        |
| <b>Acquisition Date = 1998</b> |   |    |            |     |      |                     |
| 002544                         | HYDRAULIC PRESS – ENEPAC  | ME | 12/01/1998 | New | 1998 | \$ 2,363.31         |
| 002543                         | GLENNON STRAPPING MACHINE                                       | ME | 04/01/1998 | New | 1998 | 1,700.00            |
| 002542                         | FORKLIFT – TOYOTA RAIDER  | ME | 03/01/1998 | New | 1998 | <u>19,762.26</u>    |
| <b>Acquisition Date = 1998</b> |   |    |            |     |      | \$ 23,825.57        |
| <b>Acquisition Date = 1997</b> |   |    |            |     |      |                     |
| 002359                         | DRYER-ZEKAS AIR DRYER 400SE 3PH/460V HEATSINK                   | ME | 08/01/1997 | New | 1997 | \$ 6,925.45         |
| 002449                         | FORKLIFT – CATERPILLAR NOR30P                                   | ME | 07/01/1997 | New | 1997 | 30,274.28           |
| 002452                         | ALGUS SEALER #518 – 8 STATION ROTARY BLISTER SEALER REF: 4519   | ME | 07/01/1997 | New | 1997 | 45,600.00           |
| 002622                         | RADIO-MOTOROLA SP50 UHF WALKIE TALKIE W/SPARE BATTERY PACK      | EL | 06/01/1997 | New | 1997 | 548.60              |
| 002623                         | RADIO-MOTOROLA SP50 UHF WALKIE TALKIE W/SPARE BATTERY PACK      | EL | 06/01/1997 | New | 1997 | <u>548.00</u>       |
| <b>Acquisition Date = 1997</b> |   |    |            |     |      | \$ 83,896.93        |
| <b>Acquisition Date = 1996</b> |   |    |            |     |      |                     |
| 002447                         | CABINET-ROUSSEAU  | ME | 12/01/1996 | New | 1996 | \$ 1,394.60         |
| 002448                         | CABINET-ROUSSEAU  | ME | 12/01/1996 | New | 1996 | 1,394.59            |
| 002585                         | STRETCH WRAP MACHINE-LANTECH AUTOMATIC Q200                     | ME | 12/01/1996 | New | 1996 | 7,420.16            |
| 002614                         | CONVEYORS-GRAVITY ROLLER 12 10' LONG AND 25' LONG WITH SUPPORTS | ME | 12/01/1996 | New | 1996 | 2,475.03            |
| 002541                         | SWEEPER/SCRUBBER – TENNENT 515SS                                | ME | 11/01/1996 | New | 1996 | 28,508.21           |
| 002590                         | STRETCH WRAP MACHINE MODEL #Q300 LANTECH                        | ME | 09/01/1996 | New | 1996 | 9,574.35            |
| 002610                         | ROLLER CONVEYOR SYSTEM – HYTROL M#852043                        | ME | 09/01/1996 | New | 1996 | 2,826.19            |
| 002611                         | FLOW RACK-ORDER PICKING SYSTEM-INTERLAKE-VISTA GREEN REF #3579  | ME | 08/01/1996 | New | 1996 | <u>29,319.49</u>    |
| <b>Acquisition Date = 1996</b> |   |    |            |     |      | \$ 82,912.62        |
| <b>Acquisition Date = 1995</b> |   |    |            |     |      |                     |
| 002540                         | PORTA-HOG   | ME | 08/01/1995 | New | 1995 | \$ 4,657.00         |
| 002551                         | LIFT TRUCK – ET200 NISSAN ELECTRIC                              | ME | 08/01/1995 | New | 1995 | 9,389.50            |
| 02626                          | BOX TAPER-3M TAPE MACHINE RANDOM CASE SEALER                    | ME | 08/01/1995 | New | 1995 | 7,314.00            |
| 002538                         | FLOOR SCALE – END OF AISLE J                                    | ME | 04/01/1995 | New | 1995 | 4,724.78            |
| 002539                         | FLOOR SCALE – SHIPPING  | ME | 04/01/1995 | New | 1995 | <u>2,104.73</u>     |
| <b>Acquisition Date = 1995</b> |   |    |            |     |      | \$ 28,190.01        |
| <b>Acquisition Date = 1994</b> |   |    |            |     |      |                     |
| 002451                         | ALLOYD-2 STATION PACKAGING MACHINE 2SC (1428)                   | ME | 07/01/1994 | New | 1994 | \$ 11,360.00        |
| 002537                         | F-20 MACHINE  | ME | 12/01/1994 | New | 1994 | 8,416.19            |
| 002535                         | ELEC PALLET TRUCK   | ME | 03/01/1994 | New | 1994 | 4,674.71            |
| 002536                         | ELEC PALLET TRUCK   | ME | 03/01/1994 | New | 1994 | <u>4,331.83</u>     |
| <b>Acquisition Date = 1994</b> |   |    |            |     |      | \$ 28,782.73        |
| <b>Acquisition Date = 1993</b> |   |    |            |     |      |                     |
| 002534                         | GRIP HEATER WITH SUPPLY HOPPER                                  | ME | 04/01/1993 | New | 1993 | <u>\$ 926.29</u>    |
| <b>Acquisition Date = 1993</b> |   |    |            |     |      | \$ 926.29           |
| <b>Acquisition Date = 1992</b> |   |    |            |     |      |                     |
| 002364                         | COMPRESSOR – SULLAIR MODEL 10-25 25HP AIR COMPRESS              | ME | 04/01/1992 | New | 1992 | <u>\$ 10,388.64</u> |
| <b>Acquisition Date = 1992</b> |   |    |            |     |      | \$ 10,388.64        |
| <b>Acquisition Date = 1990</b> |   |    |            |     |      |                     |
| 002533                         | DUMPSTER – SELF DUMP HOPPER – GALBREATH H150 (RED OXIDE) HEAVY  | ME | 06/01/1990 | New | 1990 | <u>\$ 716.45</u>    |
| <b>Acquisition Date = 1990</b> |   |    |            |     |      | \$ 716.45           |
| <b>Acquisition Date = 1989</b> |   |    |            |     |      |                     |

|                                |  |    |            |                   |                                |                        |
|--------------------------------|--|----|------------|-------------------|--------------------------------|------------------------|
| 002636                         | TAPE MACHINE – 3M-MATIC TAPE MACHINE 22A ADJUSTABLE              | ME | 02/01/1989 | New               | 1989                           | <u>\$ 4,336.00</u>     |
|                                |  |    |            |                   | <b>Acquisition Date = 1989</b> | \$ 4,336.00            |
| <b>Acquisition Date = 1984</b> |  |    |            |                   |                                |                        |
| 002532                         | WELDER – DIAL ARC  | ME | 09/21/1984 | New               | 1984                           | <u>\$ 2,707.27</u>     |
|                                |  |    |            |                   | <b>Acquisition Date = 1984</b> | \$ 2,707.27            |
| <b>Acquisition Date = 1981</b> |  |    |            |                   |                                |                        |
| 002363                         | BRIDGEPORT MILLING MACHINE REF: REBUILD #4549                    | ME | 03/01/1981 | New               | 1981                           | <u>\$ 7,795.74</u>     |
|                                |  |    |            |                   | <b>Acquisition Date = 1981</b> | \$ 7,795.74            |
| <b>Acquisition Date = 1979</b> |  |    |            |                   |                                |                        |
| 002362                         | DIG READOUT – DIGITAL SYSTEM FOR BRIDGEPORT SERIES 1. 42 TABLE   | ME | 08/01/1979 | New               | 1979                           | <u>\$ 1,515.00</u>     |
|                                |  |    |            |                   | <b>Acquisition Date = 1979</b> | \$ 1,515.00            |
| <b>Acquisition Date = 1978</b> |  |    |            |                   |                                |                        |
| 002635                         | HARDNESS TESTER – MODEL 3-YR-PL ROCKWELL MOTORIZED W/ACCESSORIES | ME | 07/01/1978 | New               | 1978                           | <u>\$ 2,630.97</u>     |
|                                |  |    |            |                   | <b>Acquisition Date = 1978</b> | \$ 2,630.97            |
|                                |  |    |            | <b>Class = ME</b> |                                | <b>\$ 1,795,560.23</b> |

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**Section 3 – FURNITURE AND EQUIPMENT TOTAL**

**\$ 2,607,819.09**

Personal Property Rendition

**EXHIBIT A**

**ITEM 5 – LEASEHOLD IMPROVEMENTS**

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Class = L1

**Acquisition Date = 2011**

|                                |   |    |           |     |      |                     |
|--------------------------------|---|----|-----------|-----|------|---------------------|
| 002607                         | INSTALLATION OF AIR PIPING-LABOR, MATERIALS | L1 | 0101/2011 | New | 2011 | \$ 25,893.01        |
| 2651                           | COMPUTER ROOM FOR PICK TO LIGHT LINE        | L1 | 0101/2011 | New | 2011 | <u>8,893.00</u>     |
| <b>Acquisition Date = 2011</b> |   |    |           |     |      | <b>\$ 34,786.01</b> |

**Acquisition Date = 2010**

|                                |                                       |    |            |     |      |                     |
|--------------------------------|---------------------------------------|----|------------|-----|------|---------------------|
| 002433                         | SECURITY, FIRE ALARM & ACCESS CONTROL | L1 | 11/01/2010 | New | 2010 | \$ 45,584.00        |
| 002439                         | CABELING FOR SOUTHAVEN BUILDING       | L1 | 11/01/2010 | New | 2010 | <u>46,084.22</u>    |
| <b>Acquisition Date = 2010</b> |                                       |    |            |     |      | <b>\$ 91,668.22</b> |

Class = L1

**\$ 126,454.23**

**Grand Total**    **\$2,734,273.32**

**Instructions:**

- **(Verify that your application is complete with required documents, appropriately signed, and includes the attachments)**
- Provide **(3)** original signed copies addressed to the DeSoto County Board of Supervisors at the following address:

**Vanessa Lynchard**  
**Director, Administrative Services**  
DeSoto County Board of Supervisors  
365 Loshier Street, Suite 300  
Hernando, MS 38632  
662-429-1462

**Send a copy of each application to the following:**

**Tax Advisory Committee**  
**DeSoto Council**  
316 W Commerce Street  
Hernando, MS 38632  
662-429-4414

- Contact the DeSoto Council to assist in scheduling meetings with the appropriate government bodies and present the request. It is *required* that a company management representative be present when the request is presented to the Tax Advisory Committee, the DeSoto County Board of Supervisors and respective municipal boards.
- If the applicant company is not currently a member of the DeSoto Council, a completed membership application form must be returned with exemption request.
- The earlier you file your request after completion of the project, the better. **(Incorrect or incomplete applications will be returned and cannot be filed until corrections are made).** Delay in filing may result in tax liability for the current year. Exemptions are not effective until approved by both governing bodies (DeSoto County Board of Supervisors & City Board of Aldermen, if applicable).
- In the event that accurate reporting does not occur, the exemption may be revoked.
- If you have any questions, please contact Jim Flanagan at the DeSoto Council at (662) 429-4414, fax (662) 429-0952, or email [jflanagan@desotocounty.com](mailto:jflanagan@desotocounty.com), or you may call Allison Culver at the Tax Assessor's Office at (662) 429-1335 or email [aculver@desotocountymys.org](mailto:aculver@desotocountymys.org)

**The applicant company accepts all responsibility for the preparation and filing of the ad valorem tax exemption and Free Port Warehouse application and respective board presentation and approval process at both the city and county level. The DeSoto Council only serves in an advisory role and thus accepts no responsibility in the tax process.**

**The DeSoto Council strongly recommends that each applicant company consult and utilize its own legal counsel for the tax exemption application, presentation and approval process. The DeSoto Council will provide referrals of recommended attorneys for this purpose to applicant companies upon request.**

# GUIDELINES FOR TAX ADVISORY COMMITTEE

## DeSoto County, Mississippi

**Type of Exemption(s) Requested**  
**Ad Valorem: Real \_\_\_\_\_, Personal \_\_\_\_\_**  
**Free Port Warehouse \_\_\_\_\_**

Company: \_\_\_\_\_ Date: \_\_\_\_\_

Local Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Physical Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Local Contact Name/Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Corporate Headquarters (or Division) Address, Telephone, Contact Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIPTION OF COMPANY PROCESS/PRODUCT\*:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*To determine eligibility according to state statute**

**WORKFORCE:**

Number of Employees \_\_\_\_\_ FTE's \_\_\_\_\_ Temp \_\_\_\_\_ Part-Time \_\_\_\_\_

Full Time Hourly \_\_\_\_\_ Full Time Salaried \_\_\_\_\_

Number of employees anticipated after 2 years \_\_\_\_\_

Percentage of employees that live in Desoto County: Salaried \_\_\_\_\_ Hourly \_\_\_\_\_

Plans to recruit in DeSoto County: \_\_\_\_\_  
\_\_\_\_\_

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Average Hourly Wage (with benefits) \$ \_\_\_\_\_ Fringe Benefits/Wage \_\_\_\_\_ %

**Minimum base hourly wage (with benefits) should be not less than 165% of minimum wage**

\*(Note % can be revised according to minimum wage increases.)

**Estimated Annual Payroll \$** \_\_\_\_\_

Attached Description of Benefit Package: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Employee Training/Education Opportunities Offered: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Does Company currently have union representation: \_\_\_\_\_

If so, name of union and any strike activity within the past 5 years \_\_\_\_\_

Does company anticipate union organization in DeSoto County? \_\_\_\_\_

**CAPITAL INVESTMENT:**

Amount of capital investment for project: Real Property - \$ \_\_\_\_\_

Personal Property - \$ \_\_\_\_\_

**Minimum capital investment to be met to be considered:**

|                         |                   |
|-------------------------|-------------------|
| <b>5-25 current FTE</b> | <b>\$300,000</b>  |
| <b>26+ current FTE</b>  | <b>\$500,000+</b> |

**PROPERTY:**

Current square footage of building: \_\_\_\_\_ Square footage expansion \_\_\_\_\_

Building Owned \_\_\_\_\_ Leased \_\_\_\_\_ Length of Lease/Options \_\_\_\_\_

**Leasees can qualify for personal property tax exemptions for the length of their real property lease, including options to extend. Exemption cannot exceed 10 years.**

**LOCAL ECONOMY:**

Purchases planned or made locally for goods and services: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**TRANSPORTATION:**

Modes of shipping, receiving: \_\_\_\_\_

Highways Used: \_\_\_\_\_

**COMPANY OPERATIONS:**

Locally owned: \_\_\_\_\_ Division of Corporation: \_\_\_\_\_

Type of Industry (SIC) Code \_\_\_\_\_

Products produced \_\_\_\_\_

Products distributed \_\_\_\_\_

Other process (ie., Data and Information Processing, Back Office Operation) \_\_\_\_\_

Market Area: \_\_\_\_\_

Estimated Annual Sales: \$ \_\_\_\_\_

Key site criteria driver(s) to locate/expand in DeSoto County: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COMMUNITY INVOLVEMENT:**

Are you or do you plan to be a member of the DeSoto Council? \_\_\_\_\_

**MEMBERSHIP DUES WILL BE REQUIRED TO BE KEPT CURRENT ANNUALLY.**

Are there any specific charitable organizations or causes that you or your corporate headquarters participate in and please list: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*DeSoto County Tax Assessor's Oversight: According to State Statute 27-1-17, The County Tax Assessor may require any person, firm or corporation having any person or persons in their employ, to deliver to him in his official capacity a list of all such person or employees, showing the names, ages, sex, and residence, if such information is available in the records of the reporting person, firm or corporation.*

**The applicant company accepts all responsibility for the preparation and filing of the ad valorem tax exemption and Free Port Warehouse application and respective board presentation and approval process at both the city and county level. The DeSoto Council only serves in an advisory role and thus accepts no responsibility in the tax process.**

**The DeSoto Council strongly recommends that each applicant company consult and utilize its own legal counsel for the tax exemption application, presentation and approval process. The DeSoto Council will provide referrals of recommended attorneys for this purpose to applicant companies upon request.**

# AD VALOREM TAXES

Application of \_\_\_\_\_

For exemption from ad valorem taxes for

A period of \_\_\_\_\_ years as authorized by

Section 27-31-101, et seq., of the Mississippi Code of 1972, as amended.

3 (Originals) **TO THE** DeSoto County Board of Supervisors of DeSoto County, Mississippi

1. \_\_\_\_\_ files this application in triplicate for exemption from ad valorem taxation, and respectfully represents unto his Honorable Board as follows:

2. Applicant, \_\_\_\_\_ is a [corporation/partnership/LLC] and domiciled in the City of \_\_\_\_\_, \_\_\_\_\_ County, Mississippi.

3. Applicant is now operating as a **(specify product type)** \_\_\_\_\_ manufacturing/distribution type of industry within the City of \_\_\_\_\_, \_\_\_\_\_ County, Mississippi, which factory is a bona fide (\_\_\_\_ new \_\_\_\_ expanded) enterprise of public utility within the meaning of Section 27-31-101 et seq., and related Sections of the Mississippi Code of 1972, as amended, and is eligible for the exemption granted by the above mentioned section by specific enumeration, namely (manufacturing/distribution) \_\_\_\_\_.

4. That said enterprise was completed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. within the meaning of the applicable statutes of the State of Mississippi, and therefore, the exemption hereby claimed should commence on said date.

5. That said (\_\_\_\_ new \_\_\_\_ expanded) enterprise will provide approximately \_\_\_\_\_ new jobs with an estimated annual payroll of \$ \_\_\_\_\_.

6. That said exemption of the tangible property described in "Exhibit A" should be granted for a period of \_\_\_\_\_ years from said date of completion.

7. That the true value of all property to be exempted is \_\_\_\_\_ dollars, as shown in an itemized list attached hereto as "Exhibit A" and made a part hereof.

**PRAYER**

WHEREFORE, Applicant prays that this Board enter a finding that applicant’s factory is in fact a (\_\_\_\_\_new\_\_\_\_\_expanded) enterprise of public utility, and that the same was completed on the \_\_\_\_\_day of \_\_\_\_\_, 20\_\_\_\_\_, within the meaning of the applicable laws of Mississippi; and

That applicant be granted an exemption from ad valorem taxation except *Education County Levy, Road and Bridge and Debt Service taxes, and State Mandated County Levies*, as provided by law, for a period of \_\_\_\_\_years beginning on the \_\_\_\_\_day of\_\_\_\_\_, 20\_\_\_\_\_, upon all of the tangible property described in “Exhibition A” attached hereto and made a part hereof, used in, or necessary to the operation of the applicant’s facility in the City of \_\_\_\_\_, \_\_\_\_\_County, Mississippi; and

That this Board approve this application by an order resolution spread upon its minutes, declaring that such property is exempt from all ad valorem taxation, except *Education County Levy, Road and Bridge and Debt Service taxes, and State Mandated County Levies*, for a period of \_\_\_\_\_years and forward an original of this application and a certified transcript of such approval to the Mississippi Department of Revenue and upon approval of such application by the said Mississippi Department of Revenue and certification of its approval, the Board will enter a final order on its minutes granting the exemption herein prayed.

Respectfully submitted, this \_\_\_\_\_day of\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Applicant

BY: \_\_\_\_\_

\_\_\_\_\_  
Title

ATTEST: \_\_\_\_\_

# INSTRUCTIONS FOR FILING FREE PORT WAREHOUSE TAX EXEMPTION REQUESTS IN DESOTO COUNTY, MISSISSIPPI

1. Application for Free Port tax exemptions should be filed upon completion of your location or expansion. The exemption must be approved and license issued by the Desoto County Board of Supervisors and municipal body in which the business is located prior to **January 1** of the year in which the exemption is requested, with year end reports submitted to the Tax Assessor office by **March 31<sup>st</sup>**.

Documents included in this package to be completed and returned are:

- Guidelines for Tax Advisory Committee
  - Application for Free Port Warehouse exemption
  - Application for Desoto Council membership
2. Please verify that your application is complete, appropriately signed and dated and includes the attachments. **Please provide three (3) original signed copies addressed to the DeSoto County Board of Supervisors and three (3) original signed copies addressed to the Board of Aldermen of the city where you are located.** (See attached list.)
  3. Contact the Desoto Council to assist in scheduling meetings with the appropriate governmental bodies and present the request. It is required that a company management representative be present when the request is presented to the Tax Advisory Committee, the DeSoto County Board of Supervisors and respective municipal board.
  4. If not currently a member of the DeSoto Council, a completed application form should be returned with exemption request.
  5. **NOTE:** The applicant will only file annual reports of inventory with the Tax Assessor indicating percentages of personal property consigned or transferred to the warehouse designated for shipment out of state. In the event that timely and accurate reporting does not occur, the exemption may be revoked.
  6. **The applicant company accepts all responsibility for the preparation and filing of the ad valorem tax exemption and Free Port Warehouse application and respective board presentation and approval process at both the city and county level. The DeSoto Council only serves in an advisory role and thus accepts no responsibility in the tax exemption process.**
  7. **The DeSoto Council strongly recommends that each applicant company consult and utilize its own legal counsel for the tax exemption application, presentation and approval process. The DeSoto Council will provide referrals of recommended attorneys for this purpose to applicant companies upon request.**

If you have any questions, please contact Jim Flanagan at the Desoto Council.  
**Telephone (662) 429-4414 or Fax (662) 429-0952**

## **ROUTING OF TAX EXEMPTION REQUEST:**

**Please forward three (3) signed originals to:**

Vanessa Lynchard  
Director, Administrative Services  
DeSoto County Board of Supervisors  
365 Loshier Street, Suite 300  
Hernando, MS 38632  
662-429-1462

**AND, if you are located in one of the cities, please send three (3) signed originals to the City Clerk of the appropriate municipality:**

City of Hernando  
Katie Subia, City Clerk  
475 W Commerce St  
Hernando, MS 38632  
662-429-9092

City of Horn Lake  
Andrea Freeze, City Administrator  
3101 Goodman Rd W  
Horn Lake, MS 38637  
662-393-6178

City of Olive Branch  
Bryan Dye, Attorney  
9200 Pigeon Roost  
Olive Branch, MS 38654  
662-892-9229

City of Southaven  
Mark Sorrell, Attorney  
8710 Northwest Drive  
Southaven, MS 38671  
662-393-5931

Town of Walls  
City Clerk  
PO Box 35  
Walls, MS 38680  
662-781-1282

**Send a copy of each application to the:**

Tax Advisory Committee  
DeSoto Council  
316 W. Commerce Street  
Hernando, MS 38632  
662-429-4414

# Free Port Warehouse Application for License

Warehouse Name \_\_\_\_\_

Location \_\_\_\_\_  
Street City County

Mailing Address \_\_\_\_\_

Sole Owner Partnership Corporation Other

(if partnership or corporation, give name, address, and title of partners or officers)

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Name Title

\_\_\_\_\_  
Name Title

If corporation, organized under Laws of State of \_\_\_\_\_

When did you begin operating in Mississippi? \_\_\_\_\_

-CERTIFICATE-

I CERTIFY:

1. The above named business ships personal property to a final destination outside the State of Mississippi during the calendar year
2. The above named business is qualified to make application for exemption

\_\_\_\_\_  
Signed Title Date

**Mail to: DeSoto County Tax Assessor  
365 Loshier Street, Suite 100  
Hernando, MS 38632**

**FREE PORT WAREHOUSE  
REPORT OF INVENTORY**

JANUARY 1, 20 \_\_\_\_\_

Name of Warehouse \_\_\_\_\_

Location \_\_\_\_\_ City \_\_\_\_\_ County \_\_\_\_\_

Mailing Address \_\_\_\_\_

1. Total value of personal property as of 1/1/20 \_\_\_\_\_. \_\_\_\_\_
2. Estimated percentage of personal property to be shipped within Mississippi. \_\_\_\_\_
3. Amount of personal property to be assessed (Multiply Item 1 times Item 2). \_\_\_\_\_

This report is prepared and filed under the terms and provisions of Section 27-31-55, Mississippi Code of 1972, as amended. It is certified that the above information is true and correct. This report is submitted on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

By \_\_\_\_\_

Title \_\_\_\_\_

This report shall be submitted to the **Tax Assessor** no later than **March 31<sup>st</sup>** of each year.

**DeSoto County Economic Development Council  
Membership Investment Schedule**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address (street): \_\_\_\_\_

Address (mailing): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

| <b>Member Investment Schedule</b>                     | <b>Annual Dues</b>              |
|---|---------------------------------|
| <b>Industrial (Basic rate plus \$1 per employee)*</b> | <b>\$300 + \$1 per employee</b> |

The DeSoto Council's fiscal year is January 1 to December 31. Members will be notified at the end of the year of their automatic renewal.

**\*Annual membership dues will be kept current to ensure the continued provision of property tax exemptions.**

Please return to: DeSoto Council  
316 West Commerce Street  
Hernando, MS 38632  
Phone: 662-429-4414 Fax: 662-429-0952

*Thank You For Your Investment!*