



**Scott Noble**  
*Assessor*

**Department of Assessments**

Commercial/ Business Division  
500 Fourth Avenue, Room 818  
Seattle, WA 98104-2371  
Phone – (206)296-5126 Fax – (206)296-0107  
Email – personal.property@kingcounty.gov

**NEW BUSINESS ACCOUNT SET-UP &  
PERSONAL PROPERTY LISTING FORM**

Taxpayer Name & Mailing Address:	
Business Name:	
Physical Location:	
Contact Person/Title:	
Phone:	
Fax:	
Email Address:	
UBI#:	
Date Business Opened At This Location:	
Type Of Organization (Check One): <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other (LLC, LLP, etc.)	
Type Of Business:	
Owned Business Assets - (machinery & equipment, furniture & fixtures, computers, etc) Include cost less sales tax & year acquired*	Building Improvements - Include cost & year acquired - *
Supplies, Materials & other Expensed Items (monthly average): \$	

Preparer's Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

\*Attach extra sheets if necessary