



DEPARTMENT OF ASSESSMENTS

eLISTING

How to use eListing to conveniently and quickly file your personal property listing online.



To navigate the slide show, use the arrow keys on your keyboard.



Discover the benefits of electronic filing...

1. Available 24 hours a day.
2. Fast, convenient and secure.
3. Improved account accuracy.
4. Save postage and avoid your listing getting delayed or lost in the mail.
5. Instant receipt notification.



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- To move directly to a topic rather than seeing the entire slide show, right click and select Full Screen. Right click again and select Go To Slide and click on the slide you wish to view.

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The eListing Homepage

The screenshot shows the King County Department of Assessments eListing homepage. At the top, there is a navigation bar with links for Home, News, Services, Comments, and Search. Below the navigation bar, the text reads 'Department of Assessments' and 'eListing'. A paragraph explains that in Washington State, business personal property is assessed for tax purposes, and eListing is an online application for reporting this information. A red callout box with the number '1' points to the link 'Click for eListing Instructions'. Another red callout box with the number '2' points to the link 'Click here to register for eListing'. A third red callout box with the number '3' points to the link 'Click here to log in to eListing'. A yellow banner contains a deadline notice: 'Deadline for reporting is April 30 (RCW 84.40.040 and WAC 458.12.060). Not reporting this information by April 30 will result in a penalty being added to the tax amount billed. The penalty is five percent of the tax due, per month, not to exceed twenty-five percent (RCW 84.40.130)'. Below the banner, there are three paragraphs of text: the first defines business personal property, the second explains how to assess personal property, and the third discusses reported purchase costs. A final red callout box with the number '4' points to the contact information at the bottom: 'Department of Assessments, Personal Property Section 206-296-5126 or 1-800-325-6165 extension 6-5126'.

King County Home News Services Comments Search

Department of Assessments

eListing

In Washington State, business personal property is assessed for tax purposes, unless specifically exempted by law. State law requires that property used in a business on January 1 be reported in that year to the assessor of the county in which the property is located for assessment purposes. eListing is an online application for reporting this information. In order to file a listing using eListing, business owners will need to setup a login account and obtain an access code for each of their business accounts.

Please view tutorial prior to e-filing
eListing Tutorial(PPS) Tutorial in portable data format (.PDF)

Click for eListing Instructions **1**

Click here to register for eListing **2**

Click here to log in to eListing **3**

Deadline for reporting is April 30 (RCW 84.40.040 and WAC 458.12.060). Not reporting this information by April 30 will result in a penalty being added to the tax amount billed. The penalty is five percent of the tax due, per month, not to exceed twenty-five percent (RCW 84.40.130).

In Washington State, business personal property refers to assets used in a business, not property used only for personal use. Typically, personal property is movable. Examples of personal property are: desks, file cabinets, computers, etc. used by a business.

To assess personal property, each asset's description, acquisition year and cost must be provided in the appropriate eListing section. Total purchase cost of assets is needed, excluding sales tax. Total purchase cost of an item includes all costs associated with making the property operational, for example, installation, freight and engineering charges. Include the value of any trade-in in the purchase cost - EXCLUDE SALES TAX.

Reported purchase costs of personal property are used to calculate the property's assessed value. Property owners are mailed a personal property valuation notice once the assessment is made. It shows the assessed value that will be used to calculate taxes due the following year. If you believe the assessed value shown is incorrect, please contact this office. Our appraisers are available to review the assessment and to process needed changes.

Department of Assessments, Personal Property Section
206-296-5126 or 1-800-325-6165 extension 6-5126 **4**

1. Click here for a thorough set of instructions.
2. First time users must register before using eListing.
3. After you've registered, you'll log in from here.
4. Personal Property contact numbers.

Register for eListing

1. Fields with asterisks are required.
2. After filling out the requested info, click Next.
3. Create a User Name, Password (must be 8 characters or more) and provide an email address.
4. Select a Security Question from the drop down menu.
5. After answering the question, click the Create User button.

The image shows two screenshots of the King County Assessments eListing registration process. The top screenshot is the 'eListing Contact Information' page, and the bottom screenshot is the 'eListing User Name and Password' page. Red callout boxes with numbers 1 through 5 highlight specific elements in both screenshots.

Top Screenshot: eListing Contact Information

King County Assessments
Home News
Department of Assessments
eListing
Register to eListing
Return to eListing Home

eListing Contact Information
Enter your name, phone number, address and click Next.

Last Name *
First Name *
Middle Initial
Address *
City *
State *
Zip *
Phone *
Fields with asterisk (*) are required. **1**

2 Next

Bottom Screenshot: Register to eListing

Register to eListing
Return to eListing Home

eListing User Name and Password
Enter a user name and password. Enter an email address. Create your security question and answer. You will need to know your security question and answer when you forget your password.

User Name *
Password *
Minimum length required is 8. **3**
Confirm Password *
E-mail *

If you are entering more than 1 email address, be sure to use a semicolon (;) to separate them.

Security Question *
Security Answer *

Fields with asterisk *

4

5 Create User

Logging In

1. Fill in your User Name & Password that you created when registering and then click the Log In button.

2. If you forgot your password, click the link under the Password field.

King County Home News Services Comments Search

Department of
Assessments

eListing

King County has created this web application in the interest of simplifying personal property filing for the public in a convenient and easily accessible manner. Before you use this application, please read the Disclaimer below.

Log In

User Name

Password [Forgot your password?](#)

[Register for eListing](#) [eListing Home Page](#) [Help?](#)

Getting a new Password

1. After filling in your User Name, click Next.
2. Answer the security question.
3. Create and confirm your new Password.
4. Click the Submit button.
5. Click the [Return to eListing Home Page](#) to Log In again with your new Password.

King County Home News Services Comments Search

Department of Assessments

eListing

Return to eListing Home Page

Forgot Your Password?

User Name

janesmith

Next Cancel

Comments Search

Department of Assessments

eListing

Return to eListing Home Page

Identity Confirmation

Answer the following question to reset your password. This is the security question and answer you provided when you registered to eListing.

User Name janesmith

Question Where were you born?

Answer

Smalltown

New Password

Minimum length required is 8.

Confirm New Password

Submit Cancel

King County Home News Services Comments Search

Department of Assessments

eListing

Return to eListing Home Page

New password created.

If you need help filing your listing:
Email personal_property@kingcounty.gov or
Phone 206-296-5126

King County | Department of Assessments | News | Services | Comments | Search
Links to external sites do not constitute endorsements by King County.
By visiting this and other King County web pages,
you expressly agree to be bound by terms and conditions of the site.
The details.

User Account Profile

King County Home News Services Comments Search

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Assessments

eListing

Account Profile 1

You are logged in as **janesmith**. [Logout](#)

[Return to eListing Home Page](#)

[Add Account Access](#) [Update My Contact Info](#) [Change My Password](#) [Update/Add Users](#) 2

You have access to the following personal property accounts. Click on the account you wish to view.

Account Number	Account Name	Date Filed	Assessment Year	Link To Assessed Value Page
34001628	TEST BUSINESS: SEE MIKE W YEAR 2017	3	2016	

1. Confirms that you are logged in with your username.
2. These buttons allow you to modify your Account Profile.
3. Account(s) that you have access to is/are listed here.

Adding Account Access

1. Add access to an account by clicking this button.

2. Enter your account number and access code (found on your listing form).

3. And click Submit.

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Department of
Assessments

eListing

Account Profile

You are logged in as joesmith. Logout

[Return to eListing Home Page](#)

[Add Account Access](#) [Update My Contact Info](#) [Change My Password](#) [Update/Add Users](#)

1

You have no access to personal property account at this point. Click the "Add Account Access" button to add access to your personal property account. The access code is printed next to the account number located on the upper left portion of the printed listing form.

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eListing

Add Account Access

You are logged in as joesmith. Logout

[Return to Account Profile Page](#)

Enter your business personal property account and access code.

Account Number

12345678

Access Code

SYEJFSKV

2

3

Submit

Updating Contact Info

1. To update contact information, click this button.

King County Home News Services Comments Search
Department of Assessments
eListing
Account Profile
You are logged in as joesmith. Logout
Return to eListing Home Page
Add Account Access Update My Contact Info Change My Password Update/Add Users
You have access to the following personal property accounts. Click on the account you wish to view.

Account Number	Account Name	Date Filed	Assessment Year	Link To Assessed Value Page
----------------	--------------	------------	-----------------	-----------------------------

2. Update the information and click the Submit button.

King County Home News Services Comments Search
Department of Assessments
eListing
Update Contact Information
You are logged in as joesmith. Logout
Return to Account Profile Page
Name (Last, First MI)
Joe Smith MI
Email Address
joe.smith@kingCounty.gov
Phone
206-456-7890
Address
500 4th Ave
City/ State/ Zip
Seattle WA 98008
Submit

Change Your Password

1. To change your password, click this button.



King County Department of Assessments eListing Account Profile

You are logged in as joesmith. [Logout](#)

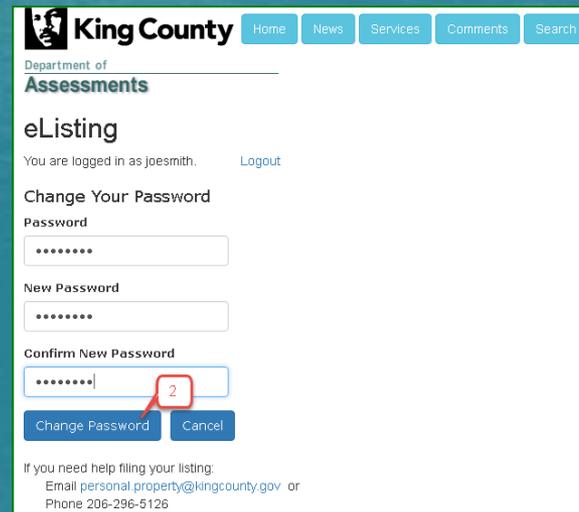
[Return to eListing Home Page](#)

[Add Account Access](#) [Update My Contact Info](#) [Change My Password](#) [Update/Add Users](#)

You have access to the following personal property accounts. Click on the account you wish to view.

Account Number	Account Name	Date Filed	Assessment Year	Link To Assessed Value Page
----------------	--------------	------------	-----------------	-----------------------------

2. Update the information and click the Change Password button.



King County Department of Assessments eListing

You are logged in as joesmith. [Logout](#)

Change Your Password

Password

New Password

Confirm New Password

[Change Password](#) [Cancel](#)

If you need help filing your listing:
Email personal.property@kingcounty.gov or
Phone 206-296-5126

Update/Add Users



This feature allows you to give access to one or multiple users for each of your accounts. Those users may then view and/or update account data. It is ***your*** responsibility as a business owner to keep the account users updated.

King County Department of Assessments eListing Account Profile

You are logged in as joesmith. [Logout](#)

[Return to eListing Home Page](#)

[Add Account Access](#) [Update My Contact Info](#) [Change My Password](#) [Update/Add Users](#)

You have access to the following personal property accounts. Click on the account you wish to view.

Account Number	Account Name	Date Filed	Assessment Year	Link To Assessed Value Page
----------------	--------------	------------	-----------------	-----------------------------

1. Click the Update/Add Users button to:
 - Create new user names & passwords
 - Grant account permissions to existing user names
 - Change permissions for current users
 - Delete users that you no longer wish to have access to an account

Update/Add Users (cont.) - Create New User

1. Click to add a new user.

2. Create a User Name and Password (8 characters +).
Confirm Password.

3. Select and answer a security question.

4. Click the Create User button. Make sure to send the User Name, Password and Security Question to the new user.

King County Department of Assessments eListing Update Users

You are logged in as joesmith. [Logout](#)

[Return to Account Profile Page](#)

TO ALLOW an existing user to access an account that you manage, enter the user name, select the business account number and permission level, and then click Grant Access.

User Name

Business Account

Permission Level [Grant Access](#)

TO CREATE a new user name, [click here](#).

King County Department of Assessments eListing Create New User

You are logged in as joesmith. [Logout](#)

[Account Profile Page](#)

Create a new user account

You are about to setup a user name and password for a new user. After successfully creating the account, please provide the new user with the user name, password, security question, and security answer. The information will be needed for them to access the account, and to request and/or change the user's password.

User Name

Password 2

Confirm Password

E-mail

This is the new user's email address. If you don't know the email address, the user should update it once login to eListing.

Security Question 3

Security Answer

[Create User](#) 4

Update/Add Users (cont.) – Add Existing Users

TO ALLOW an existing user to access an account that you manage, enter the user name, select the business account number and permission level, and then click Grant Access.

User Name 1
Business Account 2
Permission Level 3 4

TO CREATE a new user name, click here.

TO CHANGE a permission level, select the user on the screen, and click Save Permission Changes

Delete Selected Users

User Name	Delete
Select DOAStaff	<input type="checkbox"/>
Select joesmith	<input type="checkbox"/>
Select JoeSmithAcct	<input type="checkbox"/>

1. Fill in an *existing* User Name.

2. Select the Business Account you wish to give them access to.

3. Select the Permission Level – either View (only) or Modify.

4. Click the Grant Access button.

5. The User Names that have access to your managed accounts will show up below.

Update/Add Users (cont.) – Change User Permissions

TO CHANGE a permission level, select the user name, set the access level on the right hand side of the screen, and click Save Permission Changes.

The screenshot shows a user management interface. On the left, there is a table with columns 'User Name' and 'Delete'. The 'Select JoeSmithAcct' row is highlighted with a green oval and a red callout box labeled '1'. Above this table is a red button labeled 'Delete Selected Users'. To the right, there is a table titled 'JoeSmithAcct' with columns 'Account Number', 'View Account Information', and 'Modify Account Information'. The 'View Account Information' checkbox for account number 34001628 is checked, and the 'Modify Account Information' checkbox for account number 00001909 is checked. A blue button labeled 'Save Permission Changes' is positioned above this table, with a red callout box labeled '3' pointing to it. A red callout box labeled '2' points to the 'Modify Account Information' checkbox for account number 00001909.

1. Select a User Name.
2. Change permissions by checking either View or Modify Account Information for each account number. If you do not want this user to have access to an account, make sure neither View nor Modify are checked.
3. Click Save Permission Changes to update permissions.

Update/Add Users (cont.) – Deleting Users



Remember, it is ***your*** responsibility as a business owner to delete any and all users you do not wish to have access to your account. For example, if you change accountants, ***you*** must update user permissions.

1. Check the box to the right of any user you wish to delete.
2. Click the Delete Selected Users button.
3. Afterwards you will notice the deleted user is not listed and no longer has access.

TO CHANGE a permission level, select the user name, set the access level on the right hand side of the screen, and click Save Permission Changes.

The screenshot shows a red button labeled "Delete Selected Users" with a red callout box containing the number "2" pointing to it. Below the button is a table with columns "User Name" and "Delete". The table has three rows: "Select DOAStaff" with an unchecked checkbox, "Select joesmith" with an unchecked checkbox, and "Select JoeSmithAcct" with a checked checkbox. A red callout box containing the number "1" points to the checked checkbox in the "Delete" column.

User Name	Delete
Select DOAStaff	<input type="checkbox"/>
Select joesmith	<input type="checkbox"/>
Select JoeSmithAcct	<input checked="" type="checkbox"/>

TO CHANGE a permission level, select the user name, set the access level on the right hand side of the screen, and click Save Permission Changes.

The screenshot shows a red button labeled "Delete Selected Users" with a red callout box containing the number "3" pointing to it. Below the button is a table with columns "User Name" and "Delete". The table has two rows: "Select DOAStaff" with an unchecked checkbox and "Select joesmith" with an unchecked checkbox.

User Name	Delete
Select DOAStaff	<input type="checkbox"/>
Select joesmith	<input type="checkbox"/>

Accessing and Navigating in an Account

The screenshot displays the King County eListing account interface. It is divided into several sections:

- Account Profile:** Shows the user is logged in as 'joesmith'. It includes a 'Return to eListing Home Page' link and buttons for 'Add Account Access', 'Update My Contact Info', 'Change My Password', and 'Update/Add Users'. A table below lists personal property accounts.
- Account List Table:** A table with columns for Account Number, Account Name, Date Filed, Assessment Year, and Link To Assessed Value Page. The first row is highlighted with a red box and a '1' in a red circle.
- Account Details:** A blue sidebar on the left contains links for 'Account', 'Mailing Address/Contacts', 'Exemption Supplies', 'Owned Assets', 'Leasehold/Tenant Improvements', 'Leased Property', and 'Verify and Submit (Required)'. A red box and '2' in a red circle highlight the 'Verify and Submit (Required)' link.
- Account Information Form:** A form on the right for account details, including fields for Taxpayer Name, Business Name, Levy Code, and UBI Number. A large green arrow points down from this section.
- Business Closed or Moved Out of King County:** A section with a title and a description, followed by input fields for Date Business Closed, Date Moved, Address of assets if in storage, City/State/Zip, and Disposition of Assets. A 'Save' button is at the bottom right.
- Next Button:** A 'Next' button is located at the bottom right of the page, highlighted with a red box and a '3' in a red circle.

1. Access an account by clicking on its link.

2. Go directly to any section of the account by clicking the appropriate link in the blue column along the left side.

3. To work sequentially through the eListing, click the Next button at the bottom right corner of each page.

Account Information

1. Change any account info that needs to be updated.
2. If the **business moved** *within* King County, fill out this area and make sure to provide the date of the move.
3. If the **business sold**, fill out all requested information *and...*
4. ...don't forget to send or email copies of documents to the Assessor's Office.
5. If the **business closed** or **moved out of King County**, fill in this area. Make sure to include the disposition of assets.

The screenshot shows a web form titled "Account" with several sections. Red circles are placed over the following areas:

- 1:** The "Payor Name" field, which contains "TEST BUSINESS - YEAR 2016".
- 2:** The "Physical Location" section, including fields for Street Number, Street Name, City, State, Zip, and Move Date (4/27/2010).
- 3:** The "Business Sold" section, including fields for Date Sold, New Payor Name, Phone, and Mailing Address.
- 4:** The contact information section, including fields for Fax and Email.
- 5:** The "Business Closed or Moved Out of King County" section, including fields for Date Business Closed, Date Moved, and Address of assets if in storage.

Mailing Address & Contact Info

Account Number: 34001628
Status: Taxpayer Modifying Date: 4/20/2016 5:11:00 PM

Mailing Address
Fields with asterisk () are required.*

Address Name * ①

Attention To

Street Number *	Number Suffix	Direction Prefix *	Street Name/PO Box *	Street Type *	Direction Suffix *	Apt/Suite Number
<input type="text" value="500"/>	<input type="text" value="B"/>	<input type="text" value=""/>	<input type="text" value="4thh"/>	<input type="text" value="WAY"/>	<input type="text" value="N"/>	<input type="text" value="708"/>

City * State *

Country Zip Code *

Contact Information
Fields with asterisk () are required.*

Contact Name * ②

E-Mail Address *

Work Phone *

Home Phone

Cell Phone

Toll-Free Phone

FAX

1. Keep the taxpayer name and mailing address updated so you receive all mailings from the Assessor's Office promptly.
2. The name and contact info of the person who should be contacted with any questions regarding the listing.

Exemptions

Account Number: 34001628
Status: Taxpayer Modifying Date: 4/20/2016 5:11:00 PM

Exemptions

Fields with asterisk () are required.*

Head of Family Exemption - must be applied for annually
You must be registered as a Sole Proprietor with the Washington state Department of Revenue to qualify for Head of Household Exemption.

This \$15,000 exemption applies to sole proprietors who qualify, and only one exemption per year is allowed (RCW 84.36.110). You are eligible for this exemption if you are a sole proprietor not currently receiving this exemption on another personal property account and meet one of the following qualifications:

1. Living with a spouse or dependent
2. A US citizen over the age of 65 residing in Washington State, continuously for 10 years
3. Surviving spouse, not married

I qualify for this exemption.

Yes 1

No

Farm Machinery and Equipment Exemption
RCW 84.36.630 exempts qualifying farming machinery and equipment from state property tax. It declares that all machinery and equipment owned by a farmer that is personal property is exempt from property taxes levied for any state purpose if the items are used exclusively in growing and producing agricultural products during the calendar year for which the claim for exemption is made.

2 **Check here to apply for this exemption.**

You will also need to fill out a [Qualification Questionnaire](#) and send to:

3

Department of Assessments
Personal Property Section
500 4th Ave Room 736
Seattle WA 98104-2384

Or fax to (206) 296-0107.

Or e-mail to Personal.Property@KingCounty.gov.

1. Head of Family is for qualifying Sole Proprietors ***ONLY***.

2. Check the box if you qualify for the Farm exemption ***and...***

3. ...Click on the [Qualification Questionnaire](#) link and send the completed form to the address listed.

Supplies

Account	Account Number: 34001628
Mailing Address/Contacts	Status: Taxpayer Modifying Date: 4/20/2016 5:11:00 PM
Exemptions	
Supplies	Supplies, Materials and Other Expensed Items
Owned Assets	<i>Fields with asterisk (*) are required.</i>
Leasehold/Tenant Improvements	Please Provide the cost of items which do not become ingredients or components of articles for sale. Examples are: office, shop, janitorial or medical supplies, brochures and promotional items, fuel, spare parts and expensed small tools. For research companies, this would include all raw materials and supplies used in your research. (Software, furniture, fixtures and other items you may have expensed but have a life of more than one year are to be reported under the business property section of the return.) Divide yearly supply cost by 12 and report that amount below.
Leased Property	
Verify and Submit (Required)	
	Monthly average supply cost * <input type="text" value="2017"/> <input type="button" value="Save"/>
	<input type="button" value="Previous"/> <input type="button" value="Next"/>

[eListing Home Page](#) [Account Profile Page](#)

If you need help filing your listing:
Email personal.property@kingcounty.gov or
Phone 206-296-5126

1. Remember that this is a *monthly* average. Determine your yearly cost for supplies and divide by 12. Report that figure here.

Owned Assets - Adding New Assets

1. Use the drop down menu to select an appropriate category code.
2. Add the acquisition year and purchase cost (excluding sales tax) of the asset.
3. Select a reason from the drop down menu.
4. After adding each new asset info, make sure to click on Add New Owned Asset.
5. If you have rental discs, videos or game cartridges, enter the quantity in addition to the asset info above and then click Add New Owned Asset.
6. Once a new asset has been added, it will appear below as an existing asset under Owned Business Assets.

Account Number: 34001628
Status: Taxpayer Modifying Date: 4/20/2016 5:11:00 PM

Owned Assets

Fields with asterisk () are required.*

Owned Business Assets

A list of owned business property previously reported appears below. If this is the first time you've filed, this section will be blank and needs to be completed. Please revise previously reported property by entering the appropriate change reason. Select the reason that best describes the change. Also indicate each asset's revised cost. Continue to include assets fully depreciated in your accounting records. Delete assets no longer existing in the business or located in the county. Also list property not previously reported. For these items, provide a category code, the year asset was acquired, and its cost. Report assets at 100% of cost, before trade-in allowance. Include installation, freight and engineering charges. EXCLUDE SALES TAX. Do not list vehicles licensed if used and designated primarily to be on public streets or highways. Do not calculate depreciation.

Do not list canned software over two years old or custom software. These assets have been removed from your listing.

Add New Assets

Asset Category Codes (.XLS)

Category * ①

Provide **unit quantity** for laser discs, game cartridges, video tapes and DVDs
 ⑤

Year Acquired * ② Reason * ③ ④

Update Assets

Owned Business Assets

	Date Modified	Category	Year Acquired	Original Cost	Revised Original Cost	Change Reason	Command
⑥	4/20/2016 5:10:00 PM	Idle or Stored Leasehold Improvements	2015	10000		New Item	<input type="button" value="Edit"/>

Owned Assets - Editing/Deleting Existing Assets

Update Assets

Owned Business Assets

Delete Selected Items

	Date Modified	Category	Year Acquired	Original Cost	Revised Original Cost	Change Reason	Command
<input type="checkbox"/>	4/20/2016 5:10:00 PM	Idle or Stored LeaseHold Improvements	2015	10000		New Item	<input type="button" value="Edit"/>

4

1

Update Assets

Owned Business Assets

Delete Selected Items

	Date Modified	Category	Year Acquired	Original Cost	Revised Original Cost	Change Reason	Command
<input type="checkbox"/>	4/20/2016 5:09:00 PM	37: Orchard Wind Machines	2015	2000		New Item	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
<input type="checkbox"/>	4/20/2016 5:10:00 PM	Idle or Stored LeaseHold Improvements	2015	10000		New Item	<input type="button" value="Edit"/>
<input type="checkbox"/>	4/20/2016 5:07:00 PM	Amusement Games Manual - Type (i.e. pool tables, foosball tables, shuffleboard, etc.)	2016	9999		New Item	<input type="button" value="Edit"/>

2

3

1. Click [Edit](#) next to the asset you wish to edit.
2. Make any needed changes.
3. Click [Save](#) to save changes or [Cancel](#) if you wish to undo the action.
4. If you no longer have the asset, check the delete box to the left of the asset and click the Delete Selected Items button.

Leasehold/Tenant Improvements - Adding/Editing

1. Select Yes or No to show whether you own the real property. If you do *not*, continue with the instructions on this page. If you *do*, see the next screen in the eListing Tutorial.

2. Add acquisition year, cost (including sales tax) and reason.

3. Click the Add New Leasehold/Tenant Improvement button.

4. Edit/Delete existing Leasehold/Tenant Improvement assets the same as Owned Assets by either clicking [Edit](#), updating the info and then clicking [Save](#) or if you no longer have the asset, check the delete box to the left of the asset and the Delete Selected Items button.

Account Number: 34001628
Status: Taxpayer Modifying Date: 4/20/2016 5:11:00 PM

Leasehold/Tenant Improvements

Fields with asterisk () are required.*

Leasehold/tenant improvements are improvements made to leased space for the purpose of conducting business and can be immobile in nature. If you are filing for the first time or have not reported this type of asset before, this section will be blank and should be completed if Leasehold/tenant improvements were made. If you have previously reported leasehold/tenant improvement then a list of the assets appear below. Please revise the list by entering the appropriate reason from those shown below. Use the reason that best describes the change. Do not report Real Property.

Does the personal property taxpayer own the building where the leasehold improvements are located?

Yes No **1**

10-digit Parcel Number: 0942000920 [Save](#)

Visit [Parcel Viewer](#) to look up parcel number.

Add New Leasehold/ Tenant Improvements

Category	Year Acquired *	Cost *	Reason *
Leasehold/Tenant Improvement	2016 2	5000	New Item

[Clear](#) [Add New Leasehold/Tenant Improvement](#) **3**

Update Leasehold/ Tenant Improvements

	Date Modified	Category	Year Acquired	Original Cost	Revised Original Cost	Change Reason	Command
<input type="checkbox"/> 4	4/20/2015 10:00 PM	Leasehold Improvements	2016	900		New Item	Edit

Leasehold/Tenant Improvements - Owned Real Property

The screenshot shows a web interface for reporting leasehold/tenant improvements on owned real property. At the top, it displays 'Account Number: 34001628' and 'Status: Taxpayer Modifying Date: 4/20/2016 5:11:00 PM'. A blue sidebar on the left contains navigation links: Account, Mailing Address/Contacts, Exemptions, Supplies, Owned Assets, Leasehold/Tenant Improvements (highlighted), Leased Property, and Verify and Submit (Required). The main content area is titled 'Leasehold/Tenant Improvements' and includes a note: 'Fields with asterisk (*) are required.' Below this is an explanatory paragraph about improvements. A question asks, 'Does the personal property taxpayer own the building where the leasehold improvements are located?' with radio buttons for 'Yes' (selected and circled in red with a '1') and 'No'. A text input field for '10-digit Parcel Number' contains '0942000920' and a 'Save' button. A link for 'Parcel Viewer' is circled in red with a '2' and has a mouse cursor pointing to it.

1. If you selected Yes, indicating that you own the real property where the improvements are located, you will see this screen. Simply enter your 10 digit Real Property Parcel Number and click Save.
2. You may click on the Parcel Viewer link to go to a King County website to search for your parcel number if you need to.

Leased Property - Adding/Editing Lessor Info

Account Number: 34001628
Status: Taxpayer Modifying Date: 4/20/2016 5:11:00 PM

Leased Property

Fields with asterisk () are required.*

Report all items leased, rented, or on loan from others. Do not list leased vehicles licensed if used and designated primarily to be used for business. Selling Price is the retail price at start of lease, excluding sales tax, but including transportation and installation cost.

Leased property can be reported via eListing or by sending a spreadsheet to Personal.Property@KingCounty.gov.

Add New Leased Property

[Add/Revise Lessor](#) 1

Lessor* Lease ID* Selling Price

Description*

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Department of Assessments

eListing

Add/Revise Leasing Company

You are logged in as joesmith. [Logout](#)

[Return to 34001628 Leased Property page.](#)

To add a leasing company, enter company name and address in fields provided below and click "Submit Add/Revise".
To update a leasing company, select the company name from the **Lessor** drop-down list below, make changes to information provided and click "Submit Add/Revise". To delete a leasing company, select the company name from the **Lessor** drop-down list and click "Delete Leasing Company".

Lessor: 4

5

Leasing Company: 2

Address:

City:

State:

Zip code:

3

1. First, click here to add the Lessor name.
2. Add all requested Lessor information.
3. Click the Submit Add/Revise button.
4. To edit information for an *existing* Lessor, use the drop down menu to select a Lessor. Make necessary changes and click the Submit Add/Revise button.
5. To delete an existing Lessor, select the Lessor and click the Delete Leasing Company button.

Leased Property - Adding/Editing/Deleting Assets

1. **Add** Leased Property by selecting a Lessor from the drop down menu.

2. Fill out all requested information.

3. Click the Add New Leased Property button.

4. **Edit** Leased Property by clicking [Edit](#), updating the asset info, then clicking [Save](#) in the same manner as with Owned Property and Leasehold Improvements.

5. **Delete** Leased Property by checking the Delete Box to the left of the asset and then clicking the Delete Selected Items button.

Account Number: 34001628
Status: Taxpayer Modifying Date: 4/20/2016 5:11:00 PM

Leased Property

Fields with asterisk () are required.*

Report all items leased, rented, or on loan from others. Do not list leased vehicles licensed if used and designated primarily to be on public streets or highways. Selling Price is the retail price at start of lease, excluding sales tax, but including transportation and installation cost.

Leased property can be reported via eListing or by sending a spreadsheet to Personal.Property@KingCounty.Gov.

Add New Leased Property

[Add/ Revise Lessor](#)

Lessor* Lease ID* Selling Price

Test Company TEST-123 1500

Description*
This is a test.

Clear Add New Leased Property

Update Leased Property

[Delete Selected Items](#)

	Date Modified	Lease ID	Description	Selling Price	Lessor	Command
<input type="checkbox"/>	12/30/2015 2:09:00 PM	123456	tsting 2016		Rent 123	Edit

Verifying & Submitting Current Year Listing

Account Number: 34001628
Status: Taxpayer Modifying Date: 4/20/2016 5:11:00 PM

Verify and Submit (Required)

NOTE: Filing is not complete until this checkbox is checked and Submit button is clicked.

Please review your changes below. You can navigate to the sections that need change by using the left side navigation links. You may submit your listing to the Assessor's office for processing by checking the checkbox and clicking on the submit button at the bottom of this page.

ACCOUNT INFORMATION

Taxpayer Name TEST BUSINESS: YEAR 2016
Business Name TEST BUSINESS: YEAR 2016
Physical Location 500a 4TH AVE Suite/Room 708 SEATTLE WA 98104
Levy Code 0110
UBI Number 012345678
NAICS Number 325221, Cellulosic Organic Fiber Manufacturing

1. Carefully go through each section of your account and verify that the information is complete and accurate.
2. When you're ready to submit the completed listing, check the **Verify** box and then...
3. Click the Submit button.

LEASED PROPERTY

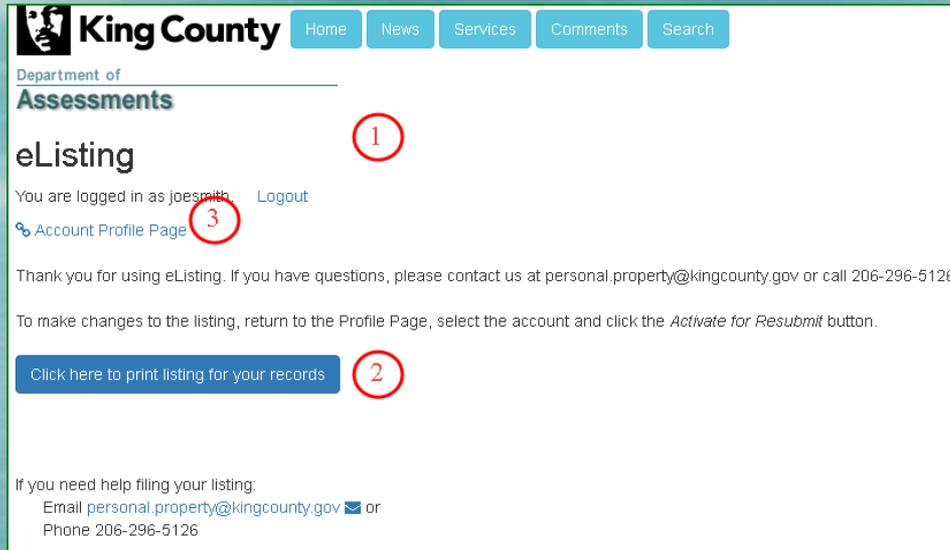
Lease Number	Description	Selling Price	Company Name
123456	tsting 2016		Rent 123
123456789	testing 2014	9,999	Hello World
TEST-123	This is a test.	1,500	Test Company

I have reviewed these entries and am authorized to submit this personal property listing.

NOTE: Filing is not complete until this checkbox is checked and Submit button is clicked.

Previous Submit

Confirmation



1. Congratulations! This page confirms that you've successfully submitted your Personal Property Listing.
2. Always remember to print a copy of your listing for your records. Click here to print.
3. If it is necessary to reactivate your account to make any changes after submittal, return to the Profile Page by clicking the [Account Profile Page](#) link.

Reactivation of an Account After Submittal

Account Profile
You are logged in as joesmith. [Logout](#)

[Return to eListing Home Page](#)

[Add Account Access](#) [Update My Contact Info](#) [Change My Password](#) [Update/Add Users](#)

You have access to the following personal property accounts. Click on the account you wish to view.

Account Number	Account Name	Date Filed	Assessment Year	Link to Assessment Value Page
34001628	TEST BUSINESS: YEAR 2016	Jun 27 2016 11:52AM	2016	

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Department of **Assessments**

eListing

Property Listing

You are logged in as joesmith. [Logout](#)

[Account Profile Page](#) [eListing Data Dictionary](#)

[Display Print Version](#) [Activate for Resubmit](#)

You are filing for the 2016 assessment year.

Account Number: 34001628
Status: Taxpayer Filed Online Date: 6/27/2016 11:52:00 AM
Account was submitted on 6/27/2016 11:52:00 AM

Verify and Submit (Required)

NOTE: Filing is not complete until this checkbox is checked and Submit button is clicked.

Please review your changes below. You can navigate to the sections that need change by using the left side navigation links. You may submit your listing to the Assessor's office for processing by checking the checkbox and clicking on the submit button at the bottom of this page.

ACCOUNT INFORMATION

Account
Mailing Address/Contacts
Exemptions
Supplies
Owned Assets
Leasehold/Tenant Improvements
Leased Property
Verify and Submit (Required)

1. Click the account number that you wish to reactivate.
2. In the account itself, you'll notice that the links are disabled. This indicates that you have already submitted a current year listing and the account is "read only" unless reactivated.
3. To make changes in the listing, click the Activate for Resubmit button. The account information will appear normal again and any needed changes may be made prior to resubmitting.

Thank you
for using eListing!