



**TOWN OF FAIRFIELD**  
**ASSESSOR'S OFFICE**  
Ross Murray, CCMA II  
Assessor

Town Hall  
611 Old Post Rd  
Tel: (203) 256-3110

September 2, 2023

Dear Business Owner

You are receiving this letter because we believe you are a new business in town. The most common ways we add a business are from a trade name filing, from a tenant listing (Owners are required to file this information annually) and/or our own field review. Here is what you need to do:

- 1) I am a new business: You do not need to do anything at this time** we will send you a Personal Property Declaration around October 1. You will need to complete the declaration and return it by November 1. If you do not receive a declaration one can be downloaded from our website at <https://fairfieldct.org/personalproperty> (available late Sept) or you can call or stop in the office.
- 2) I have a business name but have not started doing business and have no assets.** You will need to file a declaration indicating this by November 1. We will send you a Personal Property Declaration around October 1. Sign and return it by November 1 explaining that you have no activity and have no assets. **Do not send in a blank declaration; if you do, we will estimate a value.** If you do not receive a declaration one can be downloaded from our website at <https://fairfieldct.org/personalproperty> (available late Sept) or you can call or stop in the office.
- 3) I already have an account with Fairfield and file an annual declaration.** Please contact the office and provide the name and account number you currently file under.
- 4) This business operates under another account.** Please contact the office and provide the name and account number of the main entity. The declaration for the main entity should indicate all other businesses operating from the same address – Question 10 on page 3 of the declaration.

If you do not respond and do not file a declaration, the assessor's office **will estimate the assets** and assess a 25% penalty. A bill will be sent in July 2024 and you will forfeit your right to appeal.

Sincerely the Assessor's Office