Schedule Submission Guidelines:
You are required to submit a Fixed Asset Schedule annually or provide a detailed listing of all business assets. We accept electronic submissions in Microsoft Excel format, which should be emailed to citycorbiz@charlottesville.gov.

Fixed Asset Schedule

Important Note: Renditions (e.g., Form 762) will not be accepted as a substitute for the this Schedule.

Account Number:

Item Description	Cost	Year Acquired	Item Description	Cost	Year Acquired

See Leased Equipment Schedule on the reverse side.

Leased Equipment Schedule

Important Note: As required by Section 58.1-3518 of the Code of Virginia, list below all tangible personal property that you lease or rent from others. Please do not list vehicles, trailers, boats, aircraft or watercraft.

Account Number:

Name of Leasing Company	Address of Leasing Company	LeasePeriod		Lease Account #	Original Cost	Address of Property
		From	To			

See Fixed Asset Schedule on the reverse side.