



## INSTRUCTIONS

All leased or rented equipment (personal property or fixtures) in the possession of the assessee must be reported on either BOE-600-A or BOE-600-B.

The cost of **Capitalized** leased property should also be reported in the same manner as owned property, using the BOE-517 schedules.

For all other rented or leased equipment not capitalized (such as operating leases), if you (the lessee) are obligated to pay the property taxes or there is no written understanding that the lessor is obligated to pay the property taxes, report the equipment on BOE-600-A or BOE-600-R. If the lessor is obligated by **Written Terms** of the lease to pay the property taxes, report the equipment on BOE-600-B unless other specific instructions require the equipment to be reported elsewhere.

Property leased from an entity described in Revenue and Taxation Code section 235 (financial corporation) must be reported on **BOE-600-A** notwithstanding the terms of the lease with respect to payment of the property taxes. **This property will be assessed to the State Board of Equalization assessee.**

Enter the assessee's name as shown on BOE-517, the three- or four-digit SBE number, lien date year, and the county name and number.

If there is no equipment to be reported on this form, either return this form marked "NONE" in the "Description of Equipment and Name and Address of Lessor" column or mark the "N/A" box on the front of the BOE-517 indicating nothing to be reported.

If there is equipment to be reported, a separate schedule must be filed for each California county in which the equipment is located. Make copies of this form as needed.

All property reported on this form must also be reported on the *Tangible Property List*.

For each separate lease:

**Column A** Enter the number of units.

**Column B** Enter a brief description of the equipment and the name and mailing address of the lessor.

**Column C** Indicate lease type as either "Capital" or "Operating."

**Column D** Enter the lease contract number or other lease identification number.

**Column E** Enter the original retail price of the equipment including the original price, freight-in, sales or use tax, installation, and all other costs required to place the equipment in service. If the original price is unknown, enter the cost data known to you and specify the basis of the data.

**Column F** Enter the date manufactured. If this date is not known, enter the date you first acquired the equipment, and if the equipment was not new when you acquired it, enter "used" under the date.

**Column G** Enter the gross monthly rental/lease amount.

**Column H** Indicate who (you or the lessor) is responsible for maintenance of the equipment. (If responsibility for maintenance is with the lessor and if amount for maintenance is separately stated in the lease agreement, provide details on an attachment.)

**Column I** Enter the remaining term of the lease (number of months). If the lease is open ended or indefinite, indicate in this column "O.E." or "Ind."

**Column J** Enter the street address where the equipment is located. Add any remarks or other information you feel would be helpful in valuing this equipment.