

**Example Commercial Leasing and Vending Electronic Filing**

**Account Name** XYZ Company LLC  
**Account Number** #0099999  
**Mailing Address** 111 S. Cherry St  
Olathe, KS 66061  
**Contact Name** John Smith  
**Phone Number** 913-715-9000

<b>Item Name</b>	<b>Purchase Date</b>	<b>Purchase Price</b>	<b>Lessee Name</b>	<b>Street Address</b>	<b>City</b>	<b>ZIP Code</b>	<b>Purchase Condition</b>
Furniture and Fixtures	01/01/1999	1200	Acme Inc	111 S. Cherry	Olathe	66061	N
(Item Description)	(Eight Digit Date)	(No Decimal or Commas)	(Name of Lessee)	(Location on January 1)			(N= New or U= Used)

**Please Attach and E-Mail to [APR-PerPropEfile@JOCOGOV.ORG](mailto:APR-PerPropEfile@JOCOGOV.ORG)**

**Questions?**

**Call Margaret LaRue, Supervisor Commercial Personal Property  
913-715-0136**