

Instructions

General information

Enter the following information in columns **A** through **L** on either the front of this form or a spreadsheet. A preformatted spreadsheet can be found at: www.tax.ny.gov/research/property/valuation/inventory_new.htm. However, you can set up your own spreadsheet as long as the columns are in the same order and labeled like the front of this form. If the front of this form does not provide enough space, photocopy this form and number the pages (for example, **Page 1 of 2**). Also provide ORPTS with as much documentation as possible such as maps and other written agreements, which show the location of your property.

We require that the information for items **A** through **L** be provided for all property owned as of December 31 of the previous year, all IRUs that your company has given to other companies, all IRUs that your company has received from other companies, and all property sold in the last two years.

Instructions by column

- A.** Enter the starting location of each segment of your network by indicating the nearest major municipality.
- B.** Enter the ending location of each segment listed in column A, or if the segment listed in column A is a city loop enter **CITY LOOP**.
- C.** Enter the approximate length of the segment between the points in columns A and B; indicate units of measurement, such as miles or feet.

For columns **D** and **E**, enter the number of strands and ducts that **your company** has in that segment.

- D.** Enter the number of strands of fiber optics for each segment and include both lit and dark.
- E.** Enter the number of ducts including both empty and occupied. If the fiber optics are not in conduit, then enter either **BURIED** or **AERIAL**. If the fiber optics are in conduit but the number of ducts is unknown, enter **CONDUIT**.

For columns **F** and **G**, enter the number of strands and ducts that **all companies**, including your company, have in that segment.

- F.** Enter the number of strands of all fiber optics owned by all parties in that route. If that information is not available, enter **UNKNOWN**.
- G.** Enter the number of ducts owned by all parties in that route. If that information is not available, enter **UNKNOWN**.
- H.** Enter either the name of the company that this segment was purchased from or **SELF** if your

company built this segment.

- I.** Enter either the name of the company that this segment was sold to or **SELF** if your company is still the current owner.
- J.** Enter **NO** if this segment is not an IRU. If this segment is an IRU, enter either **RECEIVED** if your company is the person getting the IRU from another company or **GIVEN** if your company is the person giving the IRU to another company.
- K.** If your company retains any interest in the property, enter the name of the company that is responsible for the taxes. If your company retains **no** interest in the property, enter **SOLD**.
- L.** Enter a brief description of the route that this segment follows, such as **I-90, I-87, New York Thruway, Rail Road, Public Utility Right of Way, Local Streets**, etc.

Where to file

Once you complete this form, return it with your inventory filing which is due on April 30 of the current year.

If you have any questions concerning this form or your inventory filing, call 518-530-4900.
