

# MBAF - Tangible Property Survey

Survey	Yes	No	Amount / Comment
(1) Do you have a written capitalization policy in place that includes a maximum threshold on when to deduct items as expenses?			
(1.a) If Yes, what is the maximum threshold amount used for 2014?			
(2) Do you purchase materials and supplies that are used within 12 months of purchase?			
(2.a) Do you currently track your materials and supplies? If yes, please provided an estimate of the ending balance as of year-end for these supplies.			
(2.b) On a per-item basis, are most items purchased for \$200 or less?			
(3) Do you own a building, have made improvements to such building, leaseholds or land?			
(4) Do you own a any specialized machinery or equipment with an original acquisition cost of \$35,000 or more?			
(4.a) In the last 5 years, have you incurred any costs related to property described in items (3) and (4) that exceeded 10% of the cost of the property? If yes, please provide an estimate for the year of the improvement and an estimate of its cost. Also please indicate if such improvement was capitalized or expensed on your tax return.			

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(4.b) If there was a significant improvement, was it (a) incurred to correct an existing defect, (b) to improve its capacity or (c) to improve the "usefulness" of the property? (d) Maintain the property in normal operating condition Please enter the letter that best describes the improvement. Additional comments are welcomed.			
(4.c) Briefly describe how you treat payments (expense vs. capitalize) related to the normal maintenance to the property described in items (3) and (4)			
(4.d) Has a Cost Segregation Study been done to any of the property described in Items (3) and (4)?			
Client Name:			
Prepared By and Date:			