

Town of Waterford
Assessor's Office
15 Rope Ferry Road
Waterford, CT 06385



Phone: (860) 444-5820
Fax: (860) 444-5819

Town of Waterford

TWO FORMS OF PROOF REQUIRED

1. **PLATE RECEIPT:** from DMV indicating the registration has been **CANCELLED, LOST OR STOLEN**. The marker plate receipt represents the cancellation of your active registration only, not ownership and WILL NOT adjust the tax bill.
2. You **MUST** submit one of the following from the list below **IN ADDITION TO THE PLATE RECEIPT** to get an adjustment for your vehicle. All documents must have year, make, model, vehicle identification number, date of disposition and the reason.
 - A. **BILL OF SALE or NEW OWNER REGISTRATION** – This is a completely executed (dated, signed by both parties and must include make, model and VIN#) document. New Registration MUST show issued date. *No proration for transfers between family members unless that family member registered the vehicle out-of-state.
 - B. **TRANSFER OF TITLE** – The seller must provide the Assessor with a completed copy of the signed title and and the CT plate receipt. *No proration for transfers between family members unless that family member registered the vehicle out-of-state.
 - C. **OUT OF STATE REGISTRATION** - Proof of residency and a copy of the registration showing the date the vehicle was registered outside the State of Connecticut.
 - D. **STOLEN VEHICLE** – a statement from the insurance company indicating that the vehicle was stolen and **NOT** recovered. This is **NOT** a copy of the police report.
 - E. **TOTALED VEHICLE** – a statement from the insurance company indicating that the vehicle was totaled AND noting date of loss AND that the owner did not retain possession of the vehicle.
 - F. **JUNK RECEIPT** – original dated, signed receipt from junkyard identifying vehicle and not the weight slip.
 - G. **TRADE IN VEHICLE** – the purchase agreement identifying the trade in of the vehicle or odometer receipt.
 - H. **DONATED VEHICLE** – a copy of the letter from the charity the vehicle was donated to identifying the donated vehicle with year/make/model/vin# and date donated.
 - I. **LEASE AGREEMENT OR ODOMETER STATEMENT** – which reflects the year/make/model/vin# of the returned leased vehicle and date of return.
 - J. **REPOSSESSION LETTER** – a letter from finance company, repossessing company or dealership, showing vehicle was voluntarily turned in or repossessed and **sold** at auction with date sold.