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 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.