

Assessor's Office Town of Haddam



Standard Forms of Proof for Removal of Motor Vehicle

**To remove a vehicle from the Grand List,
please return the following items as soon as possible.**

- 1) **PLATE RECEIPT** from DMV indicating that the registration has been **CANCELLED, LOST OR STOLEN**.

IN ADDITION TO # 1; SUBMIT ONE OF THE FOLLOWING:

- a.) A copy of the Bill of Sale** - The bill of sale is now on the bottom of the vehicle owner's registration form and transfer information must be recorded on the back of the registration form before being submitted to DMV – therefore the seller's obligation is to provide a copy of the signed registration form **along with a copy of the plate receipt to the Assessor**.
- b.) A copy of the Transfer of Title** - The seller must provide the assessor with a copy of the signed title **and a copy of the plate receipt**.
- c.) A copy of the new owner's registration** – A copy of the registration from the new owner along with **a copy of the plate receipt**.
- d.) Out of state registration** – Proof of residency and a copy of registration showing the date the vehicle was registered outside the state of Connecticut **along with the a copy of the plate receipt**.
- e.) Stolen or Totaled vehicle** – A statement from the insurance company indicating that the vehicle was stolen and NOT RECOVERED. If the vehicle is a total loss, please provide us with a copy of the Total Loss Statement from the insurance company. If the vehicle was in an accident and the plates were not recovered, the owner must file a lost or stolen plate form with the DMV, or cancel the registration on the DMV website and provide us with **a copy of the plate receipt**.
- f.) Junked vehicle** – A receipt from junkyard **and a copy of the plate receipt**.
- g.) Trade-in vehicle** – A copy of the purchase agreement identifying the trade-in vehicle **and a copy of the plate receipt**.
- h.) Donated vehicle** - A statement from the organization showing the vehicle identification number (VIN) **and a copy of the plate receipt**.

NOTE: All information must be DATED and must include the VEHICLE IDENTIFICATION NUMBER (VIN) so that we can match to DMV.

It is extremely important that you also correct any information with the DMV. They are responsible for making the changes on motor vehicles. If you do not update the DMV, it is possible that you will have to repeat this process.

Please note that the Connecticut Statutes outline a deadline for filing for property tax credits (prorates) for Motor Vehicles as such:

For the October 1, 2016 Grand List – Deadline is December 31, 2018
For the October 1, 2015 Grand List – Deadline is December 31, 2017
For the October 1, 2014 Grand List – Deadline was December 31, 2016