



# Town of Cromwell

## Assessor's Office

41 West Street  
Cromwell CT 06416  
860-632-3442

*Shawna M. Baron, CCMA II*  
*Tax Assessor*

*Donna Otlowski, CCMA I*  
*Deputy Assessor*

*Lisa Ruggiero*  
*Assessment Technician*

### ***MOTOR VEHICLE REQUIREMENTS***

If you wish to have an adjustment on a motor vehicle bill, the **Cromwell Assessor's Office requires two forms of proof** to show that the motor vehicle has changed ownership:

1. A **PLATE RECEIPT** from the Connecticut Motor Vehicle Department indicating that the registration has been CANCELLED, LOST OR STOLEN. It is important the registration be cancelled to stop future bills from being produced for the following grand list year. This plate receipt must be dated prior to October 1 of the following bill year. If it is not dated prior to October 1, no pro-ration will be made. To acquire a plate receipt through the mail (there may be a fee) send a written request to the DMV, 60 State Street, Wethersfield, CT 06161 and the following information about your vehicle: year, make, model, VIN, plate number & your name, address and the approximate month & year of return and the branch office plates were given to. Request that the receipt be sent to your current address. Once obtained, send it along with one of the following to Cromwell Assessor, 41 West St, Cromwell, CT 06416.

**To access the Connecticut Department of Motor Vehicles on the web: <http://dmvct.org>**

2. In order to receive an adjustment to your motor vehicle bill, we require a copy of the **PLATE RECEIPT** and any one of the following, which must be submitted with the plate receipt. **If both forms are not submitted, no adjustment will be made.**
  - a) **Motor Vehicle Affidavit**  
A Motor Vehicle Affidavit stating the vehicle has been sold, stolen, not recovered or totally damaged. This form can be obtained from the Assessor's Office or on the Town of Cromwell's Web site. This form **must be signed and notarized.**
  - b) **A copy of the Transfer of Title**  
If you kept a copy of the Transferred title, this is sufficient provided it is complete.
  - c) **Out of State Registration**  
If you have relocated to another state, a copy of the registration showing the date first registered outside of Connecticut.
  - d) **Stolen Vehicle**  
A statement from the insurance company stating that the vehicle was stolen and **NOT RECOVERED.** {Owner must also file a lost/stolen plate form with DMV and submit a copy of that receipt as well.}
  - e) **Totaled Vehicle**  
A statement from the insurance company stating that the vehicle was deemed a total loss and the date the insurance company **TOOK POSSESSION OF THE VEHICLE.** This must include all pertinent vehicle information, including the Vehicle Identification Number. {A Lost/Stolen plate form must be filed if plates were not turned in – the receipt from that transaction must also be submitted.}
  - f) **Junked Vehicle**  
A dated receipt from a junkyard on their letterhead stating all pertinent vehicle information, including the Vehicle Identification Number must be submitted.
  - g) **Trade In Vehicle** (if plate was not transferred to new vehicle)  
A copy of the purchase agreement identifying the trade-in vehicle and the date of the trade in.
  - h) **Donated Vehicle**  
A statement from the charity stating the vehicle was donated and confirmation, with date, that vehicle was picked up.