



**Town of Cromwell
Assessor's Office
41 West Street
Cromwell CT 06416
860-632-3442**

*Shawna M. Baron, CCM, A II
Tax Assessor*

*Tami Nomack
Deputy Assessor*

*Lisa A. Ruggiero
Assistant Assessor*

IF you'd like a motor vehicle adjustment, the Cromwell Assessor requires **TWO forms of proof** to show that the motor vehicle has changed ownership:

1. A **CANCELLED PLATE RECEIPT** from CT DMV. This plate receipt must be dated prior to October 1st of the following bill year. If it's not dated prior to October 1st, no pro-ration will be made unless the taxpayer can show proof that the vehicle was re-registered in another municipality within CT.

- ❑ **We HAVE your cancelled plate receipt.**
- ❑ **We NEED your cancelled plate receipt.**

In addition to the cancelled plate receipt, any ONE of the following is also required:

- The Assessor's Motor Vehicle Affidavit stating the vehicle has been sold, stolen & not recovered or totally damaged. **This form is on our website/in our Office. The affidavit CANNOT be used after 6/1 for any previous GL year.**
- **A copy of the new owner's registration** showing date first registered to the new owner.
- **A copy of the Transfer of Title**
A copy of the front and back of the transferred title, this will be sufficient provided it is complete.
- **Out of State Registration**
If you have relocated to another state, a copy of the registration showing the date first registered outside of Connecticut.
- **Stolen Vehicle**
A statement from the insurance company stating that the vehicle was stolen and NOT RECOVERED. This must include all pertinent vehicle information, including the Vehicle Identification Number.
- **Totaled Vehicle**
A statement from the insurance company indicating the date of total loss. This must include all pertinent vehicle information, including the Vehicle Identification Number.
- **Junked Vehicle**
A receipt from a junkyard on their letterhead stating the date junked and all pertinent vehicle information, including the Vehicle Identification Number.
- **Trade In Vehicle**
A copy of the purchase agreement identifying the trade-in vehicle and the transaction date.
- **Donated Vehicle**
A statement from the charity stating the date the vehicle was donated. This must include all pertinent vehicle information, including the Vehicle Identification Number.

If you have any questions pertaining to your adjustment or what is acceptable please call the Assessor's Office at 860-632-3442.

For your convenience, you may fax or email the information to our Office:
Email: assessor@cromwellct.com Fax: 860-613-4160