



Town of Cromwell

Assessor's Office

41 West Street
Cromwell CT 06416
860-632-3442

Shawna M. Baron, CCMA II
Tax Assessor

Michael Mordarski, CCMA II
Deputy Assessor

Lisa Ruggiero
Assistant Assessor

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** acceptable to the Assessor 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 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) **Totalled 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.