

Assessor's Office
Town of Southington



Standard Forms of Proof for Removal of Motor Vehicle

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

**In order to remove, or prorate, *any* vehicle assessment,
a *Plate Receipt from the DMV is required*
indicating that the registration has been *CANCELLED, LOST OR STOLEN.***

In Addition to the Plate Receipt, please also submit one of the following:

- a.) A copy of the Bill of Sale** – A 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 the DMV. If this document is not available, we will accept a copy of the written Bill of Sale.
- b.) A copy of the Transfer of Title** - A copy of the signed title.
- c.) A copy of the new owner's registration** – A copy of the registration from the new owner.
- 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.
- e.) Stolen or Totaled vehicle** – If your vehicle was in an accident and not able to be repaired, a statement from your insurance company indicating that the vehicle was a total loss is required. If the vehicle was stolen and NOT RECOVERED, either a copy of the total loss letter from your insurance carrier, or a copy of the police report indicating that the vehicle was stolen, is required. *If your vehicle was in an accident and the plates were not recovered, you must file a lost or stolen plate form with the DMV, or cancel the registration on the DMV website.
- f.) Junked vehicle** – A copy of the dated receipt from the junkyard.
- g.) Trade-in vehicle** – A copy of the dated Purchase and Sale Agreement identifying the trade-in vehicle.
- h.) Donated vehicle** – A copy of the official dated statement/receipt from the organization indicating that the vehicle was donated.

*****Please Note: All documents must include the vehicle information and VIN number so
that we can match your vehicle to the DMV records. *****

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, 2017 Grand List – Deadline is December 31, 2019
For the October 1, 2016 Grand List – Deadline is December 31, 2018
For the October 1, 2015 Grand List – Deadline was December 31, 2017