

TOWN OF UNION
OFFICE OF THE ASSESSOR
1043 BUCKLEY HIGHWAY
UNION, CT 06076
Tel: 860/684-5705 Fax: 860/684-8830

In order for the Assessor to remove any motor vehicle from the Grand List or provide a prorated bill, proof must be supplied to the Assessor's Office that you were not the owner, in UNION, as of October 1st, or that the vehicle was sold, stolen, destroyed, or registered out of state and NOT replaced.

TWO FORMS OF PROOF ARE REQUIRED. BOTH MUST BE DATED AND REFLECT THE VEHICLE'S IDENTIFICATION NUMBER (VIN).

1. PLATE RECEIPT from the Department of Motor Vehicles (DMV) indicating that the registration has been CANCELLED, LOST, or STOLEN.

2. Please check off and submit any of the following **IN ADDITION TO THE PLATE RECEIPT**:

() **Copy of a bill of sale.** The bill of sale section is located on the bottom of the vehicle owner's registration form. Transfer information must be recorded on the back of the registration form **before** it is submitted to DMV. It is therefore the seller's obligation to provide a copy of the signed registration form along with the plate receipt to the Assessor.

() **Copy of transfer of title.** Seller must provide the Assessor with a copy of the signed title.

() **Copy of out of state registration.** A copy of the registration showing the date the vehicle was registered outside the State of Connecticut.

() **Stolen vehicle.** Statement from the insurance company indicating that the vehicle was stolen and **not recovered**. Owner must file a lost or stolen plate form with the DMV and provide a copy to the Assessor.

() **Vehicle a total loss.** Statement from the insurance company indicating that the vehicle was a total loss. If you did not return the plate to DMV, you must file a lost or stolen plate form and provide a copy to the Assessor.

() **Junked vehicle.** Statement from the junkyard must show the date of disposal and vehicle identification number.

() **Trade-in vehicle.** Copy of the purchase agreement identifying the trade-in vehicle.

THE MOTOR VEHICLE WILL REMAIN ON THE GRAND LIST UNTIL SUCH PROOF IS SUPPLIED.