

Required Documentation For Motor Vehicle Assessment Changes

Two Substantiating Documents must be submitted to the Assessor

The documentation must be official and specific. Only these forms of proof are acceptable. **NOTE: all forms of proof must be dated and specifically identify the vehicle in question by make, year and identification number (VIN).**

1. Plate receipt from the Department of Motor Vehicles (DMV) indication that the vehicle's registration has been cancelled, or the vehicle's registration plate has been lost or stolen.
2. Any of the following *in addition* to the plate receipt from the DMV:
 - (a) A copy of the vehicle's bill of sale: A bill of sale section is now included on the bottom of the vehicle owner's registration form and transfer information must be recorded on the back of said form before it is submitted to the 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.
 - (b) A copy of the vehicle's Transfer of Title: The seller must provide the assessor with a copy of the signed Transfer of Title and the plate receipt.
 - (c) Out of State Registration: Proof of residency in another state and a copy of the vehicle's registration showing the date the vehicle was registered in that state, must be provided to the assessor along with the plate receipt.
 - (d) Stolen Vehicle: A statement from the vehicle owner's insurance company indicating that the vehicle was stolen and not recovered. The vehicle's owner must file a lost or stolen plate form with the DMV, a copy of which must be provided to the assessor.
 - (e) Totaled Vehicle: A statement from the vehicle owner's insurance company indicating that the vehicle was totaled. If the vehicle's owner did not return the plate to the DMV, he or she must file a lost or stolen plate form with the DMV, a copy of which must be provided to the assessor.
 - (f) Junked Vehicle: A statement from the junkyard must be provided in addition to the plate receipt.
 - (g) Trade-in Vehicle: A copy of the purchase agreement identifying the trade-in vehicle and its plate receipt must be provided to the assessor.