

**TOWN OF WINDSOR LOCKS  
OFFICE OF THE ASSESSOR  
50 CHURCH STREET  
WINDSOR LOCKS, CT 06096  
Tel: 860-627-1448  
ASSESSOR@WLOCKS.COM**

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 WINDSOR LOCKS, as of October 1st, or that the vehicle was sold, stolen, destroyed, or registered out of state and NOT replaced. Proof must be presented within 27 months of the assessment date. Failure to provide proof for adjustment within 27 months of the assessment date forfeits the right to an adjustment.

**IF VEHICLE IS LEASED, THIS PROOF IS TO BE TURNED INTO THE LEASE COMPANY.**

**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. If you sold or transferred the car to an immediate family member and took advantage of the state sales tax exemption, you are not eligible for a property tax proration.
  - ( ) **Copy of transfer of title.** Seller must provide the Assessor with a copy of the signed title indicating new owner, address and date of transfer. If you sold or transferred the car to an immediate family member and took advantage of the state sales tax exemption, you are not eligible for a property tax proration.
  - ( ) **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 and date of 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.
  - ( ) **Repossession.** Statement from the bank, finance or repossession company indicating the date the vehicle was taken and not redeemed by you.
  - ( ) **Donated.** A letter or receipt from the charitable organization showing the date of donation and vehicle identification number. Also cancellation of registration receipt.

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