



# TOWN OF CHAPLIN

INCORPORATED, 1822  
Assessor's Office  
495 Phoenixville Road

Chaplin, CT 06235  
Telephone: 860-455-0073x314  
Facsimile : 860-455-0027  
Email: assessor@chaplinct.org

In order to obtain a correction or pro-ration towards any motor vehicle assessment, you must submit **two** forms of proof.

1. **Receipt from the Department of Motor Vehicles for the return of plates.**
2. One of the following in **addition** to #1 above:
  - a. A copy of the Bill of Sale.
  - b. A copy of the Transfer of Title.
  - c. Out of State Registration.
  - d. A statement from the insurance company indicating that the vehicle was stolen and not recovered.
  - e. A statement from the insurance company indicating that the vehicle was totaled.
  - f. Written verification from the junk dealer.
  - g. A copy of the purchase agreement identifying your vehicle as the trade-in vehicle.

**NOTE:** All information must be dated and have the VIN (Vehicle Identification Number) on all documentation.

If you have any questions regarding the required proof, please contact the Assessor's Office in Chaplin on Tuesdays between 5:00 p.m. and 7 p.m. or the Town of Windham Assessor's Office at (860) 465-3024.