

GLOUCESTER COUNTY COMMISSIONER OF THE REVENUE

6489 Main Street, Suite 137, Gloucester, VA 23061

cor@gloucesterva.info

**FILE
BY
MARCH 1**



**Personal Property Filing Form
For Motor Vehicles and Trailers (all types)**

OWNER'S NAME:		SOCIAL SECURITY #	
LAST	FIRST	MI	
JOINT OWNER'S NAME:		SOCIAL SECURITY #	
LAST	FIRST	MI	
MAILING ADDRESS:			
CITY/STATE/ZIP:			DAYTIME PHONE #
DESCRIPTION OF VEHICLE	YEAR	MAKE	MODEL
VIN (Vehicle Identification Number)		TITLE	LICENSE PLATE
EMPTY WEIGHT	GROSS WEIGHT	LENGTH/WIDTH (trailers only)	PURCHASE PRICE
TYPE OF TRAILER		PHYSICAL LOCATION	
FILING REQUIREMENTS	VEHICLE USE: (CIRCLE ONE) PERSONAL BUSINESS (enter item #) _____ (SEE CRITERIA BELOW)		ACTIVE DUTY MILITARY: YES OR NO IF YES, ARE YOU A VA RESIDENT: YES OR NO IF NO, ATTACH COPY OF LES
PURCHASE DATE	DATE MOVED TO GLOUCESTER COUNTY		NAME OF LOCALITY MOVED FROM
I HEREBY CERTIFY THAT THE INFORMATION ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.			DATE:
SIGNATURE:			

If you need assistance call (804) 693-3451

Vehicle Use Criteria: If any of the following apply then you must circle business to the question above and enter the item number which identifies the reason this vehicle is business.

1. If more than 50% of the mileage for the year is for business purposes and deducted for federal income tax purposes or reimbursed by an employer.
2. On motor homes, trailers, and farm use vehicles
3. If more than 50% of the depreciation associated with the vehicle is deductible as a business expense
4. If the vehicle's cost is expensed pursuant to Section 179 of the IRS Code
5. Vehicle's with Farm Use or For Hire plates
6. Of the gross weight is more than 7,500 pounds
7. If the vehicle is registered in a business name

Mail form to:
Commissioner of the Revenue
6489 Main Street, Suite 137
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If your vehicle has any condition issue that would affect the assessment complete the back of this form and submit with supporting documentation.

Vehicles are valued using the National Automobile Dealers Association (NADA) Official Used Car Guide as of January 1. The Commissioner may take into consideration the condition of the vehicle when making the assessment. These conditions must be as of January 1st.

HIGH MILEAGE	ODOMETER READING AS OF JANUARY 1ST:
ATTACH COPIES OF PROOF OF MILEAGE NEAREST TO JANUARY 1	<ul style="list-style-type: none"> • STATE INSPECTION SLIP • OIL CHANGE RECIEPT • REPAIR RECIEPT SHOWING MILEAGE
CONDITION ISSUES	BRIEFLY DESCRIBE THE CONDITION OF THE VEHICLE:
ATTACH DOCUMENTATION SUPPORTING THE CONDITION OF THE VEHICLE	<ul style="list-style-type: none"> • AN APPRAISAL FROM A LICENSED AUTOMOBILE DEALER • AN INSURANCE COMPANY ESTIMATE DESCRIBING THE CONDITION OF THE VEHICLE • ESTIMATE OF DAMAGE FROM A QUALIFIED AUTOMOBILE APPRAISER/ESTIMATOR DETAILING THE EXTENT OF THE DAMAGE AND THE COST TO REPAIR/RESTORE THE VEHICLE TO AVERAGE CONDITION • A SIGNED AFFIDAVIT WITH PICTURES SHOWING THE CONDITION OF THE VEHICLE
I hereby certify that the above facts are true and correct and the condition of this vehicle as evidenced by the attached documents existed as of January 1st of the current year.	
SIGNATURE:	DATE: