

## Manchester CT 2024 Declaration of Personal Property MOTOR VEHICLE

**Filing Requirement** – This declaration must be completed and filed with the Assessor of the Town where the personal property is located. Declarations of Personal Property shall be made annually. Writing “Same as last year” is not acceptable.

**Penalty for late filing** – Failure to file timely will result in a penalty equal to 25% of the assessment of the personal property. This declaration must be filed or postmarked (as defined in C.G.S. Sec 1-2a) no later than **November 1, 2024**.

**Extension:** The Assessor may grant a filing extension **for good cause** (CGS §12-42). If a request for an extension is needed, you need to contact the Assessor in writing on or before November 1, 2024:

### Manchester Assessor’s Office

Direct questions concerning declaration to the Assessor’s Office at:  
Phone: (860) 647-3016  
Email: [personalproperty@manchesterct.gov](mailto:personalproperty@manchesterct.gov)  
Visit our website for answers to frequently asked questions:  
[www.manchesterct.gov](http://www.manchesterct.gov) enter “personal property” in search bar.

Mail or hand deliver to:  
Manchester Assessor’s Office  
41 Center St, Manchester, CT 06040 or the  
drop box behind Town Hall.

## Deadline to File: Friday, November 1, 2024

If you no longer own the personal property assessed in your name last year or moved the property out of this town, you must return this declaration to the Assessor and provide information related to the name of the new owner of the property or to where you moved the property (see below). Otherwise, the Assessor must assume that you still own and have failed to declare your taxable personal property.

### AFFIDAVIT OF SALE OF PERSONAL PROPERTY

I \_\_\_\_\_ of \_\_\_\_\_  
Owners name Mailing Address City, State, and Zip

With regards to personal property do so certify that on \_\_\_\_\_ Date Said property was ((Please  appropriate box):

**SOLD TO:** \_\_\_\_\_  
And/Or Name Address  
 **MOVED TO:** \_\_\_\_\_  
City/Town and State to where camper was moved Address

The signer is made aware that the penalty for making a false affidavit is a \$500.00 fine or imprisonment for one year or both.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

**2024 Declaration of Personal Property – Motor Vehicle Form**  
 For Owners of non-Connecticut registered or non-registered vehicles such as vehicle types listed below

List or Account #: \_\_\_\_\_ Assessment date October 1, 2024  
 Owner's Name: \_\_\_\_\_ Required return date November 1, 2024  
 Address \_\_\_\_\_ Location of personal property in this town. \_\_\_\_\_  
 City/State/Zip \_\_\_\_\_  
 Phone / Fax ( ) / ( ) E-Mail \_\_\_\_\_

Copy and attach additional sheets if needed for additional vehicles

#9 MOTOR VEHICLES UNREGISTERED motor vehicles (e.g. motor homes, tent or truck campers, travel trailers, snowmobiles, utility trailers, passenger cars, tractors, off-road construction vehicles, etc.) including any vehicle garaged in Connecticut but registered in another state. Snowmobiles, ATV's, or residential utility trailers used exclusively for personal use are not to be reported, CGS 12-81 (82), eff. 10.1.2024

**ASSESSOR'S USE ONLY**

Describe your personal property located in this town below:

Vehicle type:  Tent Camper  Travel Trailer  Motor Home  
 (check one)  Truck Camper, slide-on  Truck Camper, chassis-unit  
 Motorcycle  Motor Scooter  Snowmobile  
 Golf Cart  Off-road construction vehicle  Passenger Car

Registered  No  Yes (provide town and state) Marker Plate \_\_\_\_\_

Purchase Date: \_\_\_\_\_

Purchase Price: \_\_\_\_\_

Year	Vehicle Description	Additional Description for Truck/Trailer/Campers
_____	_____	Length _____
Make _____	_____	Width _____
Model _____	_____	Weight _____
Body Style _____	_____	Engine Type _____
Color _____	_____	Chassis _____
VIN _____	_____	_____

VALUE \$

#9

#25 – Penalty for failure to file as required by statute – 25% of assessment

#25

Assessor's Final Assessment Total >

**Declaration of Personal Property Affidavit**

This form must be signed (and in some cases witnessed) before it may be filed with the Assessor.

Avoid Penalty - Notarize Declaration of Personal Property signed by agent.

I DO HEREBY declare under penalty of false statement that all sections of this declaration have been completed according to the best of my knowledge, remembrance, and belief; that it is a true statement of all my personal property liable to taxation; and that I have not conveyed or temporarily disposed of any estate for the purpose of evading the laws relating to the assessment and collection of taxes.

**Owner's Signature** \_\_\_\_\_

Date \_\_\_\_\_

Owner's Signature

Print or type Owner's Name

I DO HEREBY declare under oath that I have been duly appointed agent for the owner of the property listed above and that I have full authority and knowledge sufficient to file a proper declaration for him in accord with the provisions of §12-50 C.G.S.

**Agent's Signature** \_\_\_\_\_

Date \_\_\_\_\_

Agent's Signature

Print or type Agent name

Witness of Agent's Sworn Statement

Subscribed and sworn to before me - Name: \_\_\_\_\_

Date \_\_\_\_\_

Assessor or staff member, Town Clerk, Justice of the Peace, Notary or Commissioner of Superior Court

The Declaration of Personal Property must be signed and delivered or postmarked to the Assessor of this Town no later than Friday, November 1, 2024 to avoid a 25% Penalty for failure to file.