



City of Richmond
Request for Motor Vehicle Reassessment based on
Condition

(Please refer to information and instructions on the back of this document)

For Tax Year _____

VEHICLE OWNER INFORMATION (To be completed by the vehicle owner):

Name _____

Address _____

Phone number _____

VEHICLE INFORMATION:

Year ____ Make _____ Model _____ Vehicle Title Number _____

2dr. ____ 4dr. ____ Hardtop ____ Convertible ____ Pickup ____ Sport Utility ____ Minivan ____ Other ____

Vehicle Identification Number _____

Estimate / Affidavit for: (Check all that apply)

- Body Damage
Mechanical Malfunction

Details of Estimate: Description of work and cost to restore the vehicle to average condition only.
Attach additional pages if necessary, to be completed by the Estimator.

CITY OF RICHMOND ITEMIZED ESTIMATE / AFFIDAVIT
(To be completed by the motor vehicle repair person or estimator)

I swear and affirm that:

- 1. I am a motor vehicle repair person or estimator qualified to determine the amount of such damage as set forth above.
2. I have engaged in such work since
3. The trade name and address of my employer / business is
4. All information contained herein or attached hereto is true and correct.

Name of Estimator (Please Print) _____

Signature of Estimator _____

For Notary Use

Commonwealth of Virginia – City / County of _____

Subscribed before me this _____ day of _____ 20_____

Notary Public

My Commission Expires: _____ 20_____



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Information and Instructions

To determine the value of a motor vehicle as of January the first of a tax year, the City of Richmond's Director of Finance uses the Clean Trade-in value listed in the National Automobile Dealers Association Official Used Car Guide. Requests for reassessment due to condition will be reviewed in the order received. The following instructions **must** be followed when filing a request:

1. For vehicles owned on January 1 of the tax year, only condition as of January 1 will be considered. For vehicles purchased after January 1, only the condition on the date purchased will be considered.
2. Please complete the request form MVR-2 (**on the reverse side of these instructions**) carefully with all the required information including the Itemized Estimate / Affidavit portion to be completed by the repairperson or estimator. Supporting documentation such as insurance claims, accident reports, etc., are encouraged. If you require assistance completing the forms, call Monday – Friday 8:00- 5:00 at (804) 646-7000, or visit the Division of License, Assessment and Tax Unit Monday through Friday between the hours of 7:30 a.m. and 5:30 p.m. located at 900 East Broad Street, Room 103.
3. Return the Request of Motor Vehicle Reassessment form with supporting documentation to: the Department of Finance 900 East Broad Street Room 103 Richmond, VA. 23219. Appeals will be reviewed in the order received. Please allow approximately 15 days from receipt for your request to be processed.
4. A motor vehicle is in less than average condition when there is extensive body or glass damage, or serious mechanical malfunction. When reviewing the assessment of a motor vehicle which is less than average condition, we **WILL NOT** consider items of normal wear and tear such as, but not limited to, tires, batteries, seals, gaskets, pumps, hoses, belts, etc. Additional, normal wear and tear to systems such as brakes, cooling, electrical, fuel, exhaust, suspension parts, or components such as convertible tops, and after-market or optional equipment will not be considered.
5. If the vehicle is not restored to average condition before January 1 of next year, a request must be filed each subsequent year the vehicle is not restored. Otherwise, the value will be taken from the N.A.D.A. Official Use Car Guide.
6. **All tax bills MUST BE PAID ON OR BEFORE THE TAX DUE DATE regardless of whether a reassessment has been completed. If not, additional penalties and interest will accrue.**
7. Adjustments, if any, will be based on the information contained on the request form and supporting documentary evidence. The decision to make an adjustment rests solely with the Director of Finance and / or his designee. Assessed values are rounded to the nearest 100 dollars. Adjustments for high mileage, if applicable, will be based upon the high mileage chart in the January issue of the N.A.D.A. Official Use Car Guide.

Your request will not be processed unless the required information is submitted.