



City of Richmond  
Request for Motor Vehicle Reassessment based on  
High Mileage

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

For Tax Year \_\_\_\_\_

Taxpayer(s) Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number (H) \_\_\_\_\_ (W) \_\_\_\_\_

**Vehicle Description**

Year \_\_\_\_\_ Make of Vehicle \_\_\_\_\_ Model/Body Style \_\_\_\_\_

Vehicle Identification Number \_\_\_\_\_ Title Number \_\_\_\_\_

Odometer Reading as of January 1 \_\_\_\_\_

Date of Purchase \_\_\_\_\_ Your Purchase Price \$ \_\_\_\_\_

City Assessment Amount \_\_\_\_\_ Has Bill Been Paid? \_\_\_\_\_

Was your vehicle reassessed in the prior year? Yes \_\_\_\_\_ No \_\_\_\_\_

**Basis for Reassessment request: (Provide documentation to support claim)**

- High Mileage – Attach copy of pink State Inspection Receipt, Oil change/repair receipt, sales receipt or Virginia title

Location of vehicle \_\_\_\_\_

**CERTIFICATION:** I certify that the above statements of facts are true and correct to the best of my knowledge. I understand that any misrepresentation of fact is a criminal offense and will be prosecuted.

Signature of Owner(s) \_\_\_\_\_ Date \_\_\_\_\_

City of Richmond Use Only: Reviewed by \_\_\_\_\_  
Comments:

Supervisor Approval \_\_\_\_\_ Manager Approval \_\_\_\_\_



**City of Richmond**  
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**High Mileage**  
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 high mileage 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 the mileage as of January 1 will be considered. For vehicles purchased after January 1, only the on the date purchased will be considered.
2. Please complete the request form MVR – 1 (on the reverse side of these instructions) carefully and return with the required documentation. 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: City of Richmond 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. **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.**
5. To receive high mileage consideration for the next year a request has to be submitted each year consideration is desired. Otherwise, the value will be taken from the N.A.D.A. Official Use Car Guide.
6. 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 on 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.**