



Frederick County, Virginia  
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## REPORTING PERSONAL PROPERTY

**PURCHASE OR ACQUIRE A VEHICLE? JUST MOVE INTO FREDERICK COUNTY?** You have 60 DAYS to file or report personal property to the Commissioner of Revenue (COR).

<b>STEP 1</b>	Call VA DMV at 804-497-7100 to notify the agent of DMV registered property or go to <a href="http://www.dmvnow.com">www.dmvnow.com</a> . DMV records should indicate a "Garage Jurisdiction" of Frederick County for your vehicles.
<b>STEP 2</b>	<ul style="list-style-type: none"> <li>• Call the Office of the Commissioner of Revenue at 540-722-8324.</li> </ul> <b>OR</b> • Appear in person at the Office of the Commissioner of Revenue with documentation.  <b>OR</b> • Complete online "Add/Remove Vehicle Registration" on COR's website at <a href="http://www.fcva.us/persprop">www.fcva.us/persprop</a> .
<b>STEP 3</b>	File appropriate Return of Tangible Personal Property (Forms 762, 762A, 762H, 762T etc.).

**SELL, JUNK, TRADE, OR OTHERWISE DISPOSE OF A VEHICLE?** You need to file or report this to COR.

<b>STEP 1</b>	Call VA DMV at 804-497-7100 to notify the agent of DMV of disposed of property or go to <a href="http://www.dmvnow.com">www.dmvnow.com</a> . DMV records should reflect a "Disposal Date" with the date property was sold, junked, traded, or otherwise disposed of.
<b>STEP 2</b>	<ul style="list-style-type: none"> <li>• Call the Office of the Commissioner of Revenue at 540-722-8324.</li> </ul> <b>OR</b> • Appear in person at the Office of the Commissioner of Revenue.  <b>OR</b> • Complete "Add/Remove Vehicle Registration" online on COR's website at <a href="http://www.fcva.us/persprop">www.fcva.us/persprop</a> .  <b>OR</b> • Complete and send to COR the "Request for Refund or Prorated Assessment" form on COR's website at <a href="http://www.fcva.us/persprop">www.fcva.us/persprop</a> . A refund or proration cannot occur until Step 1 is completed.

**MOVING?** You need to file or report this to COR.

	<b><i>Moving within Frederick County? (e.g., from Gore to Cross Junction)</i></b>	<b><i>Moving out to another VA locality? (e.g., to Shenandoah County)</i></b>	<b><i>Moving out of State? (e.g., to Pennsylvania)</i></b>
<b>STEP 1</b>	Call VA DMV at 804-497-7100 to notify the agent of the new address for the DMV registered property or go to <a href="http://www.dmvnow.com">www.dmvnow.com</a> .	Call VA DMV at 804-497-7100 to notify the agent of the new address for the DMV registered property and a "Move Date" or go to <a href="http://www.dmvnow.com">www.dmvnow.com</a> .	Call VA DMV at 804-497-7100 to notify the agent of the new address for the DMV registered property and a "Move Date" or go to <a href="http://www.dmvnow.com">www.dmvnow.com</a> .
<b>STEP 2</b>		Call your new locality's jurisdictional government and register your personal property.	Register your personal property with that State's DMV and, if applicable, with your local jurisdictional government.
<b>STEP 3</b>	<ul style="list-style-type: none"> <li>• Call the Office of the Commissioner of Revenue at 540-722-8324.</li> </ul> <b>OR</b> • Appear in person at the Office of the Commissioner of Revenue.  <b>OR</b> • Complete "Change Address" form available on COR's website at <a href="http://www.fcva.us/persprop">www.fcva.us/persprop</a> .		

**APPLYING FOR HIGH MILEAGE DEDUCTION ON YOUR PASSENGER VEHICLE?** Please apply ANNUALLY to COR before February 15.

<b>STEP 1</b>	Print out & complete "High Mileage Application" form on COR's website at <a href="http://www.fcva.us/persprop">www.fcva.us/persprop</a> and obtain high mileage documentation (inspection, oil change etc. dated before February 15 <sup>th</sup> ).
<b>STEP 2</b>	<ul style="list-style-type: none"> <li>• Mail documents to the Commissioner of Revenue at above address.</li> </ul> <b>OR</b> • Appear in person at the Office of the Commissioner of Revenue with documentation.