

ATTENTION NEW RESIDENTS

WV Code: 17A-3-1a
Registration of vehicles
of new residents.

Every owner of a motor vehicle, trailer or other vehicle, shall, within thirty days after taking up residence in the state, apply to the Department of Motor Vehicles and obtain registration and title for the vehicle.

WV Code: 17A-3-3b
Motor vehicles believed
illegally unregistered;
Assessor to make verification.

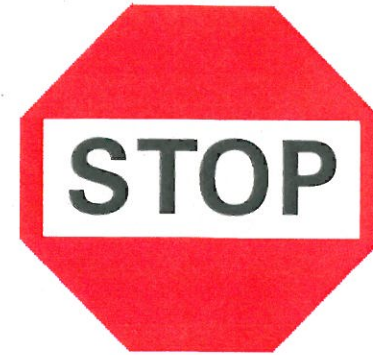
On information and belief the Assessor has reason to believe that a motor vehicle has not been properly registered in this state, he or she shall give notice by posting on the vehicle a notice advising the owner of the vehicle to contact the office of the Assessor within fifteen days to verify as to the owners true and actual residency.

Vehicles owned on July 1st each year
must be reported to the
Assessor's Office.

Contact the Assessor's Office at
304-267-5098

Larry A. Hess, Berkeley County Assessor

OVER



ATTENTION:
PLEASE MAKE SURE
THE
PERSONAL PROPERTY
INFORMATION ON YOUR
ASSESSMENT FORM
IS WHAT YOU
OWNED ON
JULY 1, 2015.
THERE WILL BE
NO CORRECTIONS
MADE ONCE OUR
PROCESSING
IS COMPLETE
& THE 2016 BILLS
ARE ISSUED!!

ONLINE FILING AVAILABLE

JULY 1ST – OCTOBER 1ST
(RESIDENTIAL PERSONAL PROPERTY ONLY)

www.theassessor.org

OVER

IMPORTANT REMINDER!

Be sure to sign up for Homestead Exemption between July 1st - December 1st, 2015. You must be at least sixty-five years of age or will be sixty-five before July 1st, 2016. You may also sign up if you are Totally Disabled, however, a written statement is required from your doctor at the time you apply. You must be a West Virginia resident two calendar years and show proof of residency to qualify for either exemption.

NOTE: IF YOU HAVE ALREADY SIGNED UP FOR HOMESTEAD OR DISABILITY EXEMPTION, YOU DO NOT HAVE TO SIGN UP AGAIN UNLESS YOUR ADDRESS HAS CHANGED.

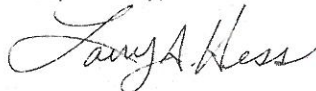
MILITARY APPLICATIONS: Documentation must be attached for Active Military stationed outside West Virginia on July 1st.

FARM APPLICATIONS ONLY TAKEN JULY 1st thru September 1st. \$1.00 per head is charged for every goat and sheep that is of breeding age.

Failure to mail your Assessment Form by October 1st. will cause you the inconvenience of coming into the Assessor's Office, having a Property Tax Bill created, being charged interest and a \$25.00 - \$100.00 penalty.

If we can be of assistance, please call:
PERSONAL PROPERTY
304-264-1904

Respectfully,



Larry A. Hess
Assessor, Berkeley County

FILING REQUIREMENTS (Over)

REQUIREMENTS FOR FILING YOUR PERSONAL
PROPERTY ASSESSMENT FORM - FROM:

LARRY A. HESS BERKELEY COUNTY ASSESSOR

1. In most cases it will take you five minutes to fill out your form. **DO IT TODAY AND MAIL IT BACK!!** Failure to mail your Personal Property Assessment Form will cause you the inconvenience of coming into the Assessor's Office, having a Property Tax Bill created, being charged interest and a \$25.00 - \$100.00 PENALTY on your taxes. **If you receive a preprinted form please mark out what you no longer own and write in what is owned on July 1st.** If your address or name has changed, please correct that on your Assessment Form. **PLEASE SIGN AND DATE FORM.**
2. Describe the Vehicle: Car or Truck
EXAMPLE: Buick - Regal - 2004
EXAMPLE: Ford - F-150 - 1998
V.I.N. (Vehicle Identification Number)
EXAMPLE: 1G3NL52T9TM315894
MOTORCYCLES: Report Make, Model, Year, Size (cc) and V.I.N. Number
3. **DO NOT LIST YOUR VEHICLE IF IT IS LEASED.**
4. When describing the following:
Camping Trailer, Motor Home, Boat Trailer, Boat, etc., report: Make - Model/Series - Year and Size. When Purchase Price is requested, write what you Paid and the Year Purchased.
5. DOG OWNERS: Every Dog must have a License Tag. All Tags are VOID September 30th of each year. If you send a Check with your Assessment Form your Dog Tag will be mailed to you.
FEES:
COUNTY - \$3.00 per dog
MUNICIPALITY (City of Martinsburg) - \$6.00 per dog
6. **Mobile Homes are to be reported on Assessment Form.**
Describe the Home: Name - Year - Size
Please report if you own the land on which the Mobile Home is situated. If land is NOT owned by you, report the Land Owner's Name, Address and Park Name.

YOUR ASSESSMENT FORM IS ENCLOSED.

To avoid Penalties, please reply by:
October 1st

(Over)