



DEPARTMENT OF FINANCE  
Revenue Division/Personal Property Tax  
P.O. Box 178, Alexandria, Virginia 22313

**APPLICATION FOR CITY VEHICLE LICENSE AND  
RETURN OF TANGIBLE PERSONAL PROPERTY**

**INSTRUCTIONS:** Every person who owns or holds a motor vehicle, boat or trailer in Alexandria on or after January 1 each year, or who sells, trades or otherwise disposes of such property previously reported must complete this form. Please file this form with the Revenue Division within 30 days of acquiring a vehicle, or moving into Alexandria with a vehicle, or disposing of a vehicle.

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Last Name	First Name	Middle Initial	(Trade Name, if Business)
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Name of Co-Owner, if applicable

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Street Address	City	State	Zip
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Telephone (Home)	Telephone (Work)	Email Address
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Social Security No. (Federal I.D. if Business)	Co-Owner's SSN
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**Please complete the applicable section below and sign the declaration**

**VEHICLE ACQUIRED OR BROUGHT INTO ALEXANDRIA**

**Vehicle** (car, truck, motorcycle, motor home, etc.):

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Make	Year	Model	Body Style
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Number of Cylinders	Gross Shipping Weight	Base Price
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Vehicle Identification Number	Date Acquired or Brought into Alexandria
	Month:                  Day:                  Year:

**Trailer** (house, boat, camper, utility, etc.):

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Trade Name	Year	Type	Identification Number	Gross Weight
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Cost	Date Acquired or Brought into Alexandria
	Month:                  Day:                  Year:

