



City of Petersburg
Commissioner of the Revenue

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Brittany C. Flowers
*Commissioner of the
Revenue*

Lease Verification Form

PURPOSE: This form is to be completed by the lessee for the purpose of assessing personal property in the City of Petersburg. The vehicle will be titled in the name of the lessor (company). The registration will show the name and address of the lessee, since the lessee will be the owner of the registration plate.

INSTRUCTIONS: This form is to be completed by the Lessee. Please complete the form in its entirety and submit along with all other title and registration paperwork to the Commission of the Revenue Office.

A. VEHICLE INFORMATION:

Vehicle Identification Number: _____ Year: _____

Make: _____ Model: _____ Body Type: _____

B. LESSOR (VEHICLE OWNER) INFORMATION:

Company Name (Printed): _____

Company Phone Number: _____

Company Street Name: _____

City, State, Zip: _____

C. LESSEE (OWNER OF PLATE) INFORMATION:

Name (Printed): _____

Contact Phone Number: _____

Complete Street Name: _____

City, State, Zip: _____

Email Address: _____

Signature: _____ Date: _____

(Please see back for additional information)

Additional Leased Vehicle Information:

- Leasing companies, as the legal owners of the vehicles, are required to follow all requirements for personal property taxation.
- There are almost as many differences in leasing company requirements as there are leasing companies.
- The registration of the vehicle with the local jurisdiction and the determination of the recipient of the vehicle tax bills (company versus lessee) are decided individually by the leasing company. Depending on your lease contract, the vehicle taxes are either paid by the leasing company or the tax bill is forwarded to you, as the lessee, for payment.
- A vehicle lessee should ascertain if the vehicle qualifies for PPTR and encourage the leasing company to provide the required information to the local Commissioner of the Revenue. Should the leased vehicle not already be qualified for PPTRA reduction, please contact the Commissioner of the Revenue for assistance.