

# To Change a mailing address for Taxes

## 1. Property Owner

\_\_\_\_\_  
Last Name First Name

Parcel(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*List other parcels on the back of this sheet, if needed.*

Your Old Address:  
\_\_\_\_\_  
\_\_\_\_\_

NEW mailing address:  
\_\_\_\_\_  
\_\_\_\_\_

Contact Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

## 2. Authorized Representative

\_\_\_\_\_  
Last Name First Name

Relationship to the owner and reason for this address change  
\_\_\_\_\_  
\_\_\_\_\_

Parcel(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*List other parcels on the back of this sheet, if needed.*

Your Old Address:  
\_\_\_\_\_  
\_\_\_\_\_

NEW mailing address:  
\_\_\_\_\_  
\_\_\_\_\_

Your Contact Number: \_\_\_\_\_

Property Owners Name \_\_\_\_\_ Phone number \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

## **Clerk and Records Office Policy on Making Address Changes**

**Address update form must be filed out by property owner**, if questionable please use any means possible to verify that the owner is requesting the address change. The Clerk and Records Office will not accept any address changes unless our office form is completed. No requests should be taken over the phone or by email. The form can be emailed to them if you would like.

**If the owner is unable to make the address change**, be sure to have

- Full name of the party who is requesting the address change and what relationship they are to the owner examples: son, daughter, tenant, power of attorney etc....
- Reason for the address change
- Contact phone number for contacting them

**If the address change is filled out by an Authorized Representative**

- **Contact the owner by phone to get a verbal affirmation**
- **Place your initials and the date at the bottom of the form**

**We understand that address changes will come from the Treasurer's Office and DOR, we are unable to dictate their policies. Continue to honor their requests and make sure you have complete documentation of what they are requesting.**