

In order to process your request for an Address Change, please provide the following:

Your legal description(s) of parcel(s) you would like changed. You should be able to obtain this information from the Deed, Tax Bill, or Proposed Property Tax Notice. The Tax Bill and Proposed Property Tax Notice both show the Parcel Identification Number and the Tax Account Number.

If you are:

- The **owner**, please fill out the address change form. If you do not have this form, please provide a letter requesting address change.
- Acting as **power of attorney** for the owner(s), you must send a copy of the documentation that is signed by the owner requesting you to change this address.
- Acting as **agent** or **legal representative** for the owner(s), you must send a copy of the documentation that is signed by the owner requesting you to change this address.
- Acting as **guardian** for the owner(s), you must send a copy of the document that appoints you as guardian.
- Acting as **personal representative** or **executor of the estate** of the owner, please send a copy of the death certificate and document that appoints you as Personal Representative or Executor.
- In the **military** and claiming homestead exemption, please provide a copy of your orders requiring your transfer of duty.
- **Paying the property taxes** and the owner(s) is deceased and the property is not in Probate, please send a copy of the death certificate(s) of the owner(s) along with a letter stating that you are handling the deceased persons affairs.

Your cooperation in providing the required documentation will enable our office to process your request in a more timely manner.