**CHANGE OF ADDRESS REQUEST**

**Instructions:** If you need to change the mailing address of your property tax bill(s), please complete and print this form, sign and date it, and send it to our office by email, mail, or fax.

|  |  |
| --- | --- |
| **Property Owner’s Name:** | Click here to enter text. |
|  |  |
| **Phone Number:** | Click here to enter text. |
|  |  |
| **Email:** | Click here to enter text. |
|  |  |
| **Parcel Number:** | Click here to enter text. |
|  |  |
| **Property Location/Address:** | Click here to enter text. |
|  |  |
| **New Mailing Address:** | Click here to enter text. |

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

This form must be signed.

**Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print name as appearing on signature line.

**Please note:**

* Please use the attachment if you have multiple parcel numbers going to the same new address.
* A change of address can only be requested by the property owner. An authorized representative must provide legal documentation, such as a power of attorney.
* If the property is in the name of a company/organization, please provide a written letter of the changes on the official letterhead of the company/organization. The request must be signed by an authorized signer.
* Mailing addresses will not be changed to mortgage companies or banks. Tax amounts are provided to them electronically.
* Ohio Revised Code section 323.13 requires that a change in mailing address of any tax bill be made in writing to the county treasurer.

**CHANGE OF ADDRESS – ATTACHMENT**

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| **Parcel Number:** | Click here to enter text. |
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| **Property Location/Address:** | Click here to enter text. |

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| **Parcel Number:** | Click here to enter text. |
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| **Property Location/Address:** | Click here to enter text. |

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| **Parcel Number:** | Click here to enter text. |
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| **Property Location/Address:** | Click here to enter text. |

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| **Parcel Number:** | Click here to enter text. |
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| **Property Location/Address:** | Click here to enter text. |

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| **Parcel Number:** | Click here to enter text. |
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| **Property Location/Address:** | Click here to enter text. |

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| **Parcel Number:** | Click here to enter text. |
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| **Property Location/Address:** | Click here to enter text. |

|  |  |
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| **Parcel Number:** | Click here to enter text. |
|  |
| **Property Location/Address:** | Click here to enter text. |