

# CITY OF GARDNER

Office of the Board of Assessors

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## CHANGE IN MAILING ADDRESS – REQUEST FORM

Date of Request: \_\_\_\_\_

Please note that the Assessor's Office cannot change an owner's name without a deed reflecting the change or an owner's mailing address unless the property owner signs and returns this form. In addition, the tax bill gets mailed directly to the property owner, and not to any bank, mortgage company or financial institution (taxes paid through escrow are received by the bank/mortgage company via electronic transmission). In this way, the property owner becomes aware of any changes to the tax bill. To prevent unauthorized changes, address and name changes cannot be made by telephone.

### Please check one:

Real Estate Owner (address change): \_\_\_\_\_

Personal Property Owner (business): \_\_\_\_\_

### Location of Property:

\_\_\_\_\_ Property address

### Original Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### New Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Request Submitted By:

\_\_\_\_\_ Property owner's signature

\_\_\_\_\_ Print name

\_\_\_\_\_ Phone number

PLEASE RETURN TO THE GARDNER ASSESSOR'S OFFICE. THANK YOU

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Assessor's Office Use:

Data Changed By: \_\_\_\_\_

Date Entered: \_\_\_\_\_