



# TOWN OF GRAFTON BOARD OF ASSESSORS

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## REQUEST FORM FOR CHANGE IN MAILING ADDRESS

Date of request: \_\_\_\_\_

Please note that the Assessors' 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, it is Grafton's policy to mail the tax bill directly to the property owner, and not to any bank, mortgage company or financial institution. 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:

Same owner (address change): \_\_\_\_\_

New owner of Personal Property (business): \_\_\_\_\_ As of date: \_\_\_\_\_

Location of Property:

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

Property Identification:

\_\_\_\_\_   
Map Block Lot

Original Mailing address:

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

New mailing address:

\_\_\_\_\_   
Please PRINT your name  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request submitted by:

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

**PLEASE RETURN TO THE GRAFTON ASSESSORS' OFFICE. THANK YOU.**

**Assessors' Office use:**

Data changed by: \_\_\_\_\_

Date entered: \_\_\_\_\_