

**REAL ESTATE/TANGIBLE PERSONAL PROPERTY
REQUEST FOR CHANGE OF MAILING ADDRESS**

FOR YOUR PROTECTION: Only the owner of property or the authorized staff of a company (letter of authorization required) may request a change of mailing address. The correction or change of address must be made in writing – **No address change or correction will be made over the phone.** In addition, any request for a correction or change of NAME must be made in writing to the Palm Beach County Property Appraiser’s office.

Please note: All properties under Homestead Exemption must show the address of the property. Fill in the complete 17-digit Property Control Number for Real Estate Property or the 6-digit Tangible Account Number shown in the upper left hand corner of each “NOTICE OF TAXES” on which an address is to be changed.

PROPERTY CONTROL NUMBER:

TANGIBLE ACCOUNT NUMBER: **(For Business or Rental Property only)**

Please check if this is a location change (FOR TANGIBLE ACCOUNTS ONLY)

PLEASE PRINT OR TYPE ALL INFORMATION

Name: _____

New Address: _____

Printed Name of Owner/Authorized Agent: _____

*Signature: _____ Date: _____

Phone #: _____

E-Mail: _____

***NOTE: This request WILL NOT be processed if there is no signature by the owner or authorized agent; it will be returned to the requesting owner or company.**

Please Return to:

Governmental Center – First Floor
301 North Olive Avenue
West Palm Beach FL 33401
Tel: (561) 355-2866 Fax (561) 355-4416

Revised: 03/16