



# Changes to Address and/or Name

Steuben County Department of Real Property

*This form is not valid unless signed and dated by the property owner.*

Town:	Tax Map Number:
Parcel/Property Address:	Phone Contact:

## Section 1: Address Change

If request is to send the bill "in care of" another individual, please state complete name and address.

Old Address	New Address
Owner:	Owner:
Street:	Street:
City/Town, State, Zip:	City/Town, State, Zip:
Phone:	Phone:

## Section 2: Name Change

1. A marriage certificate or divorce decree must be enclosed in order to effectuate the change.
2. *This will affect the assessment roll only. Additional steps must be taken to change legal title to the property.*

Name Currently Listed:	Name Changed To:
Reason for Change:	
<input type="checkbox"/> Marriage	<input type="checkbox"/> Marriage Certificate Enclosed
<input type="checkbox"/> Divorce	<input type="checkbox"/> Divorce Decree Enclosed

## Section 3: Name Removal Due to Death of Owner

1. A death certificate must be enclosed in order to effectuate the change.
2. *This change will affect the assessment roll only. Additional steps must be taken to change legal title to the property.*

Name Currently Listed:	Name to be Removed:
<input type="checkbox"/> Death Certificate Enclosed	

Signature: \_\_\_\_\_

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

Complete and return to your Assessor.