

MAILING ADDRESS CHANGE FORM INSTRUCTIONS

1. **Parcel Number** – Fill in the parcel identification number. If you do not know this number, it can be found via the methods listed below:

A. By selecting the property records link on our website www.fultonassessor.org. You can then search by Name or Property Address. (Searching by property address gives a quicker search result)

B. On your previous Annual Notice of Assessment (if applicable)

C. On your previous property tax bill (if applicable)

2. **Property Location/Street Address** – Fill in the physical address of the property

3. **Name of Owner(s)** – Fill in the name(s) of the property owner(s)

4. **Business Name** – If the property is a business or LLC, fill in the name of the business.

5. **Legal Agent** – Complete if you are not the owner of the property but requesting the change on behalf of the owner.

6. **Old Mailing Address/New Mailing Address** – Fill in the complete address that is currently being used and the address that you are requesting for future mailings. This includes: number, name of street, apt. and/or suite #, city, state and zip code.

7. **Daytime Telephone Number** - Provide a good daytime contact telephone number in the event we need to contact you concerning this form.

8. **Signature of Owner/Legal Agent** – Type your name as your signature and date the form.

A. Please email a copy of your valid state issued ID or driver's license to:

TA.AddressChange@fultoncountyga.gov

Note: If you are currently the owner of the property, you will need to **submit a copy of your valid state issued driver's license or ID.**

If you are a legal agent or designee, you will need to provide a **Letter of Authorization from the property owner along with a copy of your valid state issued driver's license or ID**