City of Quincy

Thomas Koch
Mayor

ASSESSMENT ADMINISTRATION

Colleen Healy, Director

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(617) 376-1148

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REQUEST FOR CHANGE OF MAILING ADDRESS or OWNER NAME

Please note that the Assessors Office cannot change an owner's name or mailing address unless the property owner signs and returns this form. In addition, it is Quincy'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 name changes cannot be made by telephone.

**** COPY OF PHOTO ID REQUIRED**

Please check one of the following: **Date of request:** _____

☐ New Owner of Real Estate As of date _____

☐ New owner of personal property (business) As of date _____

☐ Same owner

Location of property: _____
Property address

Property Identification: _____
Section/Block/Lot ("Parcel" number in upper left-hand corner of bill)

Original mailing address: _____
Name

_____

_____

New mailing address: _____
Please **PRINT** your name

_____

_____

Request submitted by: _____
Property owner's signature

Phone Number: ( ) -

PLEASE RETURN TO THE QUINCY ASSESSORS OFFICE. THANK YOU.

Assessors' Office Use:
Data changed by:_____ Date entered: _____