



Thomas Koch
Mayor

ASSESSMENT
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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

PLEASE RETURN TO THE QUINCY ASSESSORS OFFICE. THANK YOU.

Assessors' Office Use:

Data changed by: _____ Date entered: _____