



# Assessor - City of Manitowoc

## Change of Mailing Address Request Form

RETURN TO: Assessor's Office, 900 Quay St., Manitowoc, WI 54220 | (920) 686-6970

Change Requested For:	Real Estate	Personal Property
Owner Name: (as it appears on the tax bill)		
Property Address:		
Parcel / Account Number:		
Parcel / Account Number:		
Parcel / Account Number:		
Contact Information:	Phone:	Email:
New Mailing Address:		
Print Name of Owner or Agent:		
Signature of Owner or Agent:		Dated:

- *Address Change forms are used to change the MAILING ADDRESS ONLY for Tax Bills and Assessment Notices.*
- *Names CAN NOT be changed on ownership records unless a conveyance document has been recorded at the Manitowoc County Register of Deeds Office.*
- *If the Assessor's office has not received a copy of the RECORDED document to change the ownership, the old owner's name will stay on our records. (An address change card will not change any information.)*
- *We will ONLY put "In Care Of" with owners signature on the change form.*
- *If the owner's name has changed due to marriage or divorce, a conveyance document needs to be recorded with the Manitowoc County Register of Deeds Office at the Manitowoc Court House.*
- *If a spouse has died, their name cannot be removed from the records without a recorded document.*
- *Ownership names are obtained from documents recorded with the Manitowoc County Register of Deeds at the Manitowoc County Court House. If you do not agree with the name(s) shown, contact your attorney, title company or mortgage holder to verify your document.*