



GRANT COUNTY ASSESSOR'S OFFICE
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 OFFICE: 575-574-0030 FAX: 575-574-0074
 www.grantcountynm.gov

COUNTY ASSESSOR
 Misty A. Trujillo

CHANGE OF MAILING ADDRESS AFFIDAVIT

OWNER NAME(S)

ACCOUNT NUMBER(S)

NEW MAILING ADDRESS

IN CARE OF (OPTIONAL)

ADDRESS LINE 1

ADDRESS LINE 2

CITY

STATE

ZIP CODE

PHONE NUMBER (OPTIONAL)

E-MAIL ADDRESS (OPTIONAL)

I certify that I am the owner of this property or an authorized agent and that I am lawfully requesting a change to the mailing address for the property or properties specified. I understand that the Notice(s) of Value, Tax Bill(s), and all other written communications from the assessor's office will be sent to the new mailing address subsequent to the submission of this document.

SIGNATURE OF OWNER(S) (or AGENT):

PRINTED NAME

SIGNATURE

DATE

PRINTED NAME

SIGNATURE

DATE

CHANGE OF MAILING ADDRESS INSTRUCTIONS & INFORMATION

1. A change of mailing address request must be made in writing and may be completed by
 - a. submitting the change of address form provided with the Notice of Value **OR**
 - b. submitting the change of address form provided with the Tax Bill **OR**
 - c. submitting this form and meeting the requirements listed below
2. This form must be submitted in person or by mail. Verbal requests cannot be honored.
3. The request must be made by the current owner(s) of record or their authorized agent.
4. At least one owner of record must sign the form.
 - a. If an owner is deceased, a death certificate must be provided.
 - b. If the owner is represented by an agent who has Power of Attorney (POA), documentation of the POA must be submitted.
 - c. If the owner is represented by an agent who does not have POA, the agent must present both a signed letter from the owner in question authorizing them as agent and a copy of the owner's photo ID.
5. For manufactured homes, the current title must be presented at the time of submission. Photocopies are acceptable. Our office will verify that the title presented matches MVD records prior to making any changes.
6. The request form must indicate all account numbers involved. If an account number is not included in the request, it cannot be included in the change. In cases where this appears to be an oversight, our office will contact the owners and inquire whether or not other accounts should be included.