

MAILING ADDRESS CHANGE NOTIFICATION
Non-Commercial Properties

This form is for mailing address change only , providing current contact information of non-commercial ** property owner(s) for **City of Franklin** communication, such as **Property Tax Bill** and **Assessment Notice** mailings to property owners.

Fill in this form with current information, then drop it off in person or mail it to:
City of Franklin – Assessor's Office, Franklin City Hall, 9229 W Loomis Road, Franklin, WI 53132

Tax Key # / Parcel ID: _____ (example: 888-0001-000)

Property Address:

Name of Owner(s): _____

NEW Mailing Address: _____

Apt / Unit / Suite #: _____

City: _____ State: _____ Zip Code: _____

Effective Date: _____

*Telephone#: _____

*E-mail address: _____

Owner Signature: _____ Date: _____

*Telephone numbers and email addresses are not shared with anyone outside of City of Franklin department personnel.
**Commercial property owners must submit an address change request on company letterhead and mail to the Assessor.

NOTE ABOUT NAME CHANGES:

Property Ownership is determined from deed conveyance documents recorded with the Milwaukee County Register of Deeds Office. Owner or name changes must be made with the County first, via a property deed transfer. The City of Franklin is notified of the changes by the County.

Examples of name changes:

- Marriage or Divorce,
- Death of Owner(s)
- Sale or transfer to another party

See this web page for details & FAQs: <http://county.milwaukee.gov/RegisterofDeeds7722.htm>

Or call **Milwaukee County Register of Deeds** at **414-278-4021** for information.

It is recommended that you consult with an Attorney or Title Company for deed change assistance.