

**NOTIFICATION OF MAILING ADDRESS CHANGE**

Address Change forms are used to change the mailing address only for Tax Bill and Assessment Notices.

1. Names cannot be changed on our ownership records unless a conveyance document has been recorded at the Milwaukee County Register of Deeds.
2. 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.
3. We will not change the mailing address to "in care of" the new owner.
4. If the owner's name has changed due to marriage or divorce, a conveyance document needs to be recorded with the Milwaukee County Register of Deeds.
5. If a spouse has died, their name cannot be removed from the records without a recorded document.
6. Print this form, enter the correct information on the form, then mail it to:

**Assessor's Office**

**City of Franklin**

**9229 W. Loomis Road**

**Franklin, Wisconsin 53132**

CHANGE MAILING ADDRESS ONLY ON PROPERTY LOCATED AT:

Address of Parcel: \_\_\_\_\_

**Tax Key Number:** \_\_\_\_\_

Name (for verification) and Mailing Address of Owner: *(please print)*

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**New Mailing Address:** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

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NOTE: OWNERSHIP NAMES ARE OBTAINED FROM DOCUMENTS RECORDED WITH THE MILWAUKEE COUNTY REGISTER OF DEEDS, MILWAUKEE COUNTY COURTHOUSE.

IF YOU DO NOT AGREE WITH THE NAME(S) AS SHOWN, CONTACT YOUR ATTORNEY, TITLE COMPANY OR MORTGAGE HOLDER AND VERIFY YOUR DOCUMENT.

\_\_\_\_\_  
Signature of Owner or Agent (please circle)

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_