

# Change of Mailing Address

## Checklist of documents to submit:

### For property owned by an individual or individuals

- Change of Mailing Address Card
  - The card must be signed by the owner. If there are multiple owners only one signature is required.
  - If owner appoints someone to act on their behalf:
    - Change of Mailing Address Card
    - [Authorization of Tax Agent \(Form: EXM-202\)](#)

### Property held in a Trust

- Change of Mailing Address Card
  - The card must be signed by the Trustee. If there are multiple Trustees only one signature is required.
  - If there has been a Successor Trustee appointed:
    - Change of Mailing Address Card
    - Copy of the Trust showing the successor trustee.

### Property owned by an LLC, Corporation or Partnership

- Submit a written request on the entity's letterhead; must be signed by an authorized principal.
- If entity appoints someone to act on their behalf:
  - Change of Mailing Address Card signed by an authorized principal
  - [Authorization of Tax Agent \(Form: EXM-202\)](#)

OR

### Property owned by an LLC

- Change of Mailing Address Card
  - The card must be signed by an authorized principal.
- The Operating Agreement or Statement of Information showing the name and signature of the authorized principal.

### Property owned by a Partnership

- Change of Mailing Address Card
  - The card must be signed by one of the partners.
- The Partnership agreement showing the names and signature of the partners.

### Property owned by a Corporation:

- Change of Mailing Address Card
  - The card must be signed by the principal or one of the principles.
- The Articles of Incorporation showing the name(s) and signature(s) of the authorized principal(s)

**Property owned by Deceased Estate or Upon the Death of Property Owner**

- Complete a Mailing Address Change Card.
  - The card must be signed by authorized signatory.
- Letters of Administration or Will.

IMPORTANT NOTE: All requests must be submitted in writing and include the owner's signature or authorized party's signature. For your protection, mailing address changes cannot be processed over the telephone.

Send all mailing address change requests to:

Office of the Assessor  
Ownership Division  
500 W. Temple St., Room 301  
Los Angeles, CA 90012

For more assistance, please contact the Ownership Services Division by phone at (213) 974-3441, or email at [own@assessor.lacounty.gov](mailto:own@assessor.lacounty.gov).