

Change of Mailing Address

Checklist of documents to submit:

For property owned by an individual or individuals

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

Property held in a Trust

- Change of Mailing Address card or form
 - The card/form 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 or form
 - 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 the entity appoints someone to act on their behalf:
 - Change of Mailing Address card or form signed by an authorized principal
 - [Authorization of Tax Agent \(Form: EXM-202\)](#)

OR

Property owned by an LLC

- Change of Mailing Address card or form
 - The card/form 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 or form
 - The card/form 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 or form
 - The card/form must be signed by the principal or one of the principals.
- 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 a Property Owner

- Change of Mailing Address card or form
 - The card/form must be signed by an 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., Dept. M/A
Los Angeles, CA 90012**

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