

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 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 205
Los Angeles, CA 90012**

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