



Torrance County Assessor's Office

(505) 544-4300

www.torrancecountynm.org

CHANGE OF ADDRESS REQUEST FORM

Please complete all sections below. Incomplete forms may delay processing.

PROPERTY INFORMATION	NEW MAILING ADDRESS
<u>Account Number(s):</u> _____	<u>In Care of (C/O) *(Documentation required):</u> _____
<u>Mobile Home Account Number (if applicable):</u> _____	<u>Street or P.O. Box:</u> _____
<u>Property Owner(s) Name:</u> _____	<u>City, State, Zip</u> _____
<u>Physical Address of Property (if applicable):</u> _____	<u>Phone Number/ Email (optional):</u> _____

Reason for Request: _____

Signature: _____ **Date:** _____

(Print): _____

***RELATIONSHIP & SUPPORTING DOCUMENTATION**

If someone other than the owner is submitting this form, please provide supporting documentation (e.g., Power of Attorney, Executor documents, etc.).

SUBMIT COMPLETED FORM TO:

Mail: Torrance County Assessor's Office, PO Box 258, Estancia, NM 87016

Email: tcassessor@tcnm.us

Fax: (505) 384-4362

*****DO NOT WRITE BELOW - ASSESSOR'S OFFICE ONLY*****

☐ Date entered

☐ Tyler-Changes made (Scan document)

☐ Signature of requestor

Assessor staff signature: _____

☐ Copy for EVSWA

☐ Reason for Request