

ADDRESS CHANGES

Changes to the Mailing Address are not accepted verbally or by phone.

A change of address can only be accepted and submitted per the request of the property owner.

All mailing address changes must be submitted using the **CHANGE OF ADDRESS FORM** or by a letter containing all of the information requested on the form. Applicable copies, such as a copy of the owner's license or government ID, military ID, and/or recorded Deed, should be attached to the Change of Address Form or letter.

The Change of Address Form can be submitted in person to the Henry County Tax Assessors Office or by mail. If submitting the form by mail, please address your envelope as follows:

HENRY COUNTY TAX ASSESSORS OFFICE

Henry County Administration Building

140 Henry Parkway

McDonough, GA 30253

If you recently purchased the property, please submit a copy of the recorded Deed. A Settlement Statement can be accepted in lieu of the recorded Deed. Since the Henry County Tax Assessors Office may not be current on ownership, ownership needs to be proved, if not reflected in our records. The Henry County Tax Assessors Office processes ownership changes as paperwork is received, and paperwork may be received several months after the actual sale. If submitting a Settlement Statement, you only need to submit the first page, which specifies the Seller and Buyer (Grantor/Grantee).

If the property mailing address is being updated to the attention of a Property Manager or Representative, the Change of Address Form must be submitted by the owner with a valid and current Letter of Authorization (LOA) for the Representative or Management Company. The LOA must be current and must be signed by the property owner.

Mailing address changes will not be accepted from Representatives or from persons other than the property owner.

A valid ID will be required when submitting the Change of Address Form.

All questions regarding mailing address changes should be directed to the Tax Assessors Office, which can be reached by calling 770-288-7999 (option 1).

FAQ's (Frequently Asked Questions)

Can I submit my address change by fax or email?

No. Address changes are only accepted in person or by mail.

Do I have to use the form to update the address?

No. You can submit a written letter requesting the address change. However, the letter must be issued and signed by the property owner.

How do I get my Property ID or Parcel Number to write in on the form?

It is printed on all correspondence received from the Henry County Tax Assessors Office. You can also access it in QPublic (Public Records). You can access QPublic at <https://www.qpublic.net/ga/henry/search.html>. You can also access QPublic through the Henry County Website at www.co.henry.ga.us and choosing Tax Assessor under the Department link. Once on the Tax Assessor page, you can search records. Search records will bring you to QPublic. The Parcel ID is the first item listed under Summary.

Can my representative or property manager submit the change of address?

No. Address changes are only accepted from the owner. The owner can request that the property be placed in the care of a representative or property manager; however, this will not change the ownership.

Can I update the mailing address to the name of my rep or property manager?

No. You can update the mailing address to their attention. The address will simply be updated to C/O. For example,

OWNER'S NAME

C/O Representative or Property Manager

Street Number & Name, Suite Unit or Apt., *if applicable*

City, State and Zip

Ownership name can only be changed with legal change of ownership documents, such as a Quit Claim or deed.

What does the change of address affect?

All correspondence mailed by Henry County will be forwarded to the mailing address on file. This includes the Annual Assessment Notice, the Property Tax Bill, and any Appeal correspondence that is issued.

Can I have more than one mailing address reflected in your system?

No. We can only enter one mailing address per parcel/property or Account Number.

I plan on appealing, should I update my mailing address to the representative or property manager?

No. It is not necessary to update the mailing address due to an appeal. It is suggested that you only provide the representative or Agent's information for the appeal, so that your tax bill is still mailed and received by the actual Property Owner. When the appeal is submitted, the form requests the name and address of the Agent, and the Agent's mailing address will be entered for the appeal, so that the Agent only receives the correspondence applicable to the appeal.

Will I be asked to provide ID showing I am the owner when requesting an address change?

Yes, you will be asked for identification. Changes to addresses can only be requested by the property owner.

When will the address update take effect?

It may take several weeks for the address change to take effect. Please remember that prior documents cannot be resent with a request of address change. The Henry County Tax Assessors Office does update the records prior to new documents being issued, such as the Annual Assessment Notice and/or Tax Bill.

Can I verify the mail address change?

Yes. You can always check our records, which are open to the public, by accessing QPublic. You can access QPublic at <https://www.qpublic.net/ga/henry/search.html>. You can also access QPublic through the Henry County Website at www.co.henry.ga.us and choosing Tax Assessor under the Department link. Once on the Tax Assessor page, you can search records. Search records will bring you to QPublic. You can search your property by Parcel Id, Owner Name, or Property Address. Once you bring up the Property Record Card for your property, you can confirm the mailing address under the Owner information.