



# HENRY COUNTY TAX ASSESSORS OFFICE

Henry County Administration Building  
140 Henry Parkway  
McDonough, GA 30253  
Phone: 770-288-7999 (Option 1)

## CHANGE OF ADDRESS FORM

A change of address can only be requested and submitted per the request of the current owner on record. If the property mailing address is being updated to the attention of a Property Manager or Representative, this form must be submitted by the owner with a valid and current Letter of Authorization (LOA) signed by the property owner.

If you recently purchased a property and would like the property address updated to your information, please submit a copy of the recorded Deed. A Settlement Statement can be accepted in lieu of the recorded Deed.

Parcel Number:

*Property ID Number*

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Property Address:

*Ex. 123 Chambers Road.*

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Old Mailing Address:

*Address currently on file.*

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New Mailing Address:

*Address as requested.*

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Reason for Change of Address:

- I have permanently moved. *Date moved:*    /   /
- I have rented this property. *Date rented:*    /   /
- I purchased this property. *Date of purchase:*    /   /
- I am active military assigned away. *\* Please submit with a copy of military ID.*
- I use another address due to health reasons or security concerns.
- Property is in care of a Representative or Property Management.
- Other. *If Other, please attach a written explanation.*

Owner's Signature \*

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Date

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Printed Name

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Phone/Contact

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*\* Do not use electronic signatures & fonts for the Owner's Signature. Only handwritten signatures are acceptable.*

*✓ If returning by mail, please include a copy of your ID.*

*✓ If updating to the C/O a Property Manager or Representative, please remember to attach a valid LOA.*

For Internal Use Only

Form Received by:		Date Form Rec'd:	
ID Received (Type):		ID Verified by:	
Request processed by:		Date system updated:	

## FAQ's (Frequently Asked Questions)

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### **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. A valid ID must be submitted with the written request. The written request must have an original handwritten signature. Electronic signatures and fonts will not be accepted in lieu of an owner's signature.

### **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](http://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](http://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.