



CITY OF MELROSE

BOARD OF ASSESSORS

City Hall, 562 Main Street
Melrose, Massachusetts 02176
Telephone - (781) 979-4104
Assessors@cityofmelrose.org

REQUEST FOR CHANGE OF MAILING ADDRESS

The Assessors Office cannot change a mailing address unless the property owner signs and returns this form. In addition, it is Melrose's policy to mail the tax bill directly to the property owner, and not to any bank, mortgage company, or financial institution. In this way, the property owner becomes aware of any changes to the tax bill.

New Owners: The Assessor's Office will receive information regarding ownership changes directly from the Registry of Deeds. The tax bill will be sent to the mailing address listed on the deed.

Please Note: All billing addresses for excise tax bills originate with the Registry of Motor Vehicles. Changing your address with the City of Melrose WILL NOT change your address with the Registry of Motor Vehicles. You must contact the Registry of Motor Vehicles also.

Effective Date: _____

Date of Request: _____

Location of property: _____

Property address

Property Identification: _____

Map/Block/Lot

Original mailing address: _____

Name

Address

City, State, Zip

New mailing address: _____

Please PRINT your name

Address

City, State, Zip

Request submitted by: _____

Property owner's signature

PLEASE RETURN TO THE MELROSE ASSESSORS OFFICE - assessors@cityofmelrose.org

Assessors' Office Use:

Data changed by: _____ Date entered: _____