



**DOROTHY JACKS**  
CFA, AAS  
Palm Beach County Property Appraiser

**Downtown Service Center**  
Governmental Center – First Floor  
301 North Olive Avenue  
West Palm Beach FL 33401  
**Phone >** 561.355.2866  
**Fax >** 561.355.4416  
**Website >** [www.pbcapao.gov](http://www.pbcapao.gov)

## REAL ESTATE/TANGIBLE PERSONAL PROPERTY REQUEST FOR CHANGE OF MAILING ADDRESS

**FOR YOUR PROTECTION:** Only the owner of property or the authorized staff of a company (letter of authorization required) may request a change of mailing address. The correction or change of address must be made in writing – **No address change or correction will be made over the phone.** In addition, any request for a correction or change of NAME must be made in writing to the Palm Beach County Property Appraiser's office.

**Please note:** All properties under Homestead Exemption must show the address of the property.

Fill in the complete 17-digit Property Control Number for Real Estate Property or the 6-digit Tangible Account Number shown in the upper left hand corner of each "NOTICE OF TAXES" on which an address is to be changed.

PROPERTY CONTROL NUMBER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TANGIBLE ACCOUNT NUMBER: **(For Business or Rental Property only)**

\_\_\_\_\_  
\_\_\_\_\_

☐ Please check if the physical business location has also changed (FOR TANGIBLE ACCOUNTS ONLY)

### PLEASE PRINT OR TYPE ALL INFORMATION

Name: \_\_\_\_\_

New Address: \_\_\_\_\_  
\_\_\_\_\_

Printed Name of Owner/Authorized Agent: \_\_\_\_\_

\*Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**\*NOTE:** This request WILL NOT be processed if there is no signature by the owner or authorized agent; it will be returned to the requesting owner or company.

***If you are submitting this change during the month of July, your Proposed Tax Notice, may NOT be mailed to the new mailing address. If you are submitting this change during the month of September, your Property Tax Bill may NOT be mailed to the new mailing address.***

**Please Return to:** Governmental Center – First Floor 301 North Olive Avenue West Palm Beach FL 33401  
Tel: 561.355.2866 Fax: 561.355.4416

Revised: 5/25

*We Value What You Value >* [pbcapao.gov](http://pbcapao.gov)

**Main Office**  
Governmental Center  
Fifth Floor  
301 North Olive Ave.  
West Palm Beach, FL 33401  
**Phone >** 561.355.3230  
**Fax >** 561.355.3963

**North County  
Service Center**  
3188 PGA Blvd.  
Suite 2301  
Palm Beach Gardens, FL 33410  
**Phone >** 561.624.6521  
**Fax >** 561.624.6565

**West County  
Service Center**  
2976 State Rd 15.  
Belle Glade, FL 33430  
**Phone >** 561.996.4890  
**Fax >** 561.996.1661

**Mid-Western  
Service Center**  
200 Civic Center Way.  
Suite 200  
Royal Palm Beach, FL 33411  
**Phone >** 561.784.1220  
**Fax >** 561.784.1241

**South County  
Service Center**  
14925 Cumberland Dr.  
Delray Beach, FL 33446  
**Phone >** 561.276.1250  
**Fax >** 561.276.1278