



# Mailing Address Change for Tax Billing

**Return to:** Arlington County Government  
Department of Real Estate Assessment  
2100 Clarendon Boulevard, Suite 502  
Arlington, VA 22201  
**Fax: (703) 228-3440**

Name as it Appears on Your Assessment: \_\_\_\_\_

Real Property Code No. (RPC): \_\_\_\_\_

Property Address: \_\_\_\_\_

Change Mailing Address to: \_\_\_\_\_  
\_\_\_\_\_

If you require a change of mailing address for additional parcels, please use the space(s) below

Real Property Code: \_\_\_\_\_ Property Address: \_\_\_\_\_

Real Property Code: \_\_\_\_\_ Property Address: \_\_\_\_\_

Real Property Code: \_\_\_\_\_ Property Address: \_\_\_\_\_

Print Your Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

*Signature of owner(s) required to process*

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Provide a daytime phone number and email address where you may be reached for further clarification or questions.**

## Attention Agents and Representatives

**If a change of mailing address request is being submitted by anyone other than the legal owner of the property, it must be accompanied by a Letter of Authorization that specifically grants the agent authority to change the mailing address and which must:**

- Be an original document;
- Identify the owner of record and RPC (real property code);
- State the property address;
- Be effective for the current tax year;
- Identify the agent with address and telephone number;
- Be signed by owner or authorized officer of company including:
  1. Notarized signature of an owner on record of the property, or officer, if titled in name of company, partnership or corporation.
  2. The printed or typed name and title.