City of Alexandria, Virginia
Office of Real Estate Assessments

Mailing Address Change Form

Return completed form to: Office of Real Estate Assessments
301 King Street, Room 2600
Alexandria, VA 22314
or realestate@alexandriava.gov

Note: This mailing address will remain on file until the property is sold, or until a new address change request is received.

Date: ______________________

Owner(s) Name(s): ____________________________________________

_____________________________________________________________

Property Address: _____________________________________________

New Mailing Address: __________________________________________

_____________________________________________________________

Signature: ____________________________________________________

Signature of owner or authorized representative required to process

Printed Name: ________________________________________________

Phone Number: __________________________ Email: ________________

Please provide a phone number or email address where you may be reached for further clarification or questions.

If you require a change of mailing address for additional properties, please use the space below:

Property Address: _____________________________________________

Property Address: _____________________________________________

Property Address: _____________________________________________

For Office Use Only:

Account Number(s): __________________________________________

Change Made: Date: __________________________ Initials: _______________

Confirmation Sent: Date: __________________________ Scanned: _____________