



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: _____