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: __________________________

3/2017