



MAILING ADDRESS CHANGE FORM

Complete all 4 steps below to change your mailing address. Mailing address changes will not affect property address. **A copy of your valid Photo ID must be submitted with this request. If title is held in a corporation or other legal entity, the form must be signed by an authorized member (manager, agent, or representative) of the corporation or legal entity, and corporate documents must be submitted in addition to the Photo ID.**

STEP 1 – Complete Property Information	STEP 2 – Complete the New Mailing Address
<hr/> Property Folio # <hr/>	<hr/> Street Address <hr/>
<hr/> Property Address <hr/>	<hr/> Apt or Unit # <hr/>
<hr/> Owner's Name/Corporate Name <hr/>	<hr/> City, State & Zip Code <hr/>
STEP 3 – Signature and Contact Information	STEP 4 – Attach Copy of Valid Photo ID (and corporate documents if title is held in a company name)
<hr/> Signature (Current owner/Authorized member of corporation or legal entity) <hr/>	<p>RETURN TO:</p> <p>Property Appraiser of Miami-Dade County 111 NW First Street, Suite 710 Miami, FL 33128-1984</p> <p>OR</p> <p>Email: pawebmail@miamidadepa.gov</p>
<hr/> Title (if in company name) Date <hr/>	
<hr/> Telephone Number <hr/>	
<p>To receive your Notice of Proposed Taxes in August, we must receive your mailing address change request by July 7.</p> <p>To receive your Tax Bill in November, we must receive your mailing address change request by September 20.</p>	

Notice:

- i. If the above-described property is no longer your primary residence and you have homestead exemption, you must notify the Property Appraiser of Miami-Dade County to cancel your exemption (Ref. F.S. 196.011). The cancellation form is available on our website at www.miamidadepa.gov
- ii. Any future changes in your mailing address will require completion of a new mailing change form.

FOR OFFICIAL USE ONLY	
MAILING ADDRESS CHANGE PROCESSED	MAILING ADDRESS CHANGE QUALITY CONTROL
Processing Employee User ID: _____ Date: _____	Quality Control Employee User ID: _____ Date: _____
Letter Required (circle one): YES or NO	Denial Letter Sent (circle one): YES or NO