



**LYLE W. COTTLE**  
**ASSESSOR**  
 MERCER COUNTY  
 1501 WEST MAIN STREET • Suite 110  
 PRINCETON, WEST VIRGINIA 24740  
 (304) 487-8397

**Todd Kendall**  
 Chief Office Deputy  
 (304) 487-8332

AUTHORIZATION OF INFORMATION FOR REAL PROPERTY FORM

REQUEST FOR ADDRESS CHANGE

REQUEST FOR IN CARE OF

PLEASE CHECK ONE OR BOTH

PROPERTY OWNER:	
IN CARE OF NAME TO BE ADDED TO THE TAX TICKET:	
OLD ADDRESS:	NEW ADDRESS:
OLD CITY, STATE & ZIP:	NEW CITY, STATE & ZIP:

**PARCELS REQUESTING TO BE CHANGED**

DIST	MAP	PARCEL	DIST	MAP	PARCEL	DIST	MAP	PARCEL

I hereby request the Mercer County Assessor's Office to change the address on the permanent records of the above said Real Estate Account(s). I certify that I am the owner of this property or have the legal power of attorney of the owner to request that the future tax ticket(s) will reflect this change. If you are making any changes to a parcel that is not legally in your name, you must provide us with a photo identification card.

*By signing this agreement, you will be held accountable for any legal actions that may occur if any false information has been provided.*

PERSON(S) COMPLETING FORM PRINT NAME: \_\_\_\_\_

PHONE NUMBER FOR PERSON(S) COMPLETING FORM: \_\_\_\_\_

SIGNATURE REQUIRED: \_\_\_\_\_

DATE: \_\_\_\_\_

**IF COMPLETED BY PHONE WE WILL NEED TO VERIFY OWNERSHIP BY MAILING YOU A COPY FOR YOUR SIGNATURE TO BE RETURNED TO OUR OFFICE BEFORE ANY CHANGES WILL TAKE AFFECT.**