



**REQUEST FOR CHANGE  
OF MAILING ADDRESS**

**\*\*\*Please note it can take up to two billing cycles for address changes to go into effect\*\*\***

The Assessors Office cannot change a mailing address unless the property owner signs and returns this form. In addition, to ensure that the property owner becomes aware of any changes to the tax bill, it is Andover policy to mail the tax bill directly to the property owner, and not to any bank, mortgage company, or financial institution.

**New Owners:** The Assessors' Office will receive information regarding ownership changes directly from the Registry of Deeds. The tax bill will be sent to the mailing address listed on the deed.

**Please Note:** All billing addresses for excise tax bills originate with the Registry of Motor Vehicles. Changing your address with the Town of Andover **WILL NOT** change your address with the Registry of Motor Vehicles. You must contact the Registry of Motor Vehicles directly.

**Effective Date:** \_\_\_\_\_

**Date of Request:** \_\_\_\_\_

**Location of property:** \_\_\_\_\_

Property address

**Property Identification:** \_\_\_\_\_

Map/Block/Lot

**New mailing address:** \_\_\_\_\_

Address

\_\_\_\_\_

City, State, Zip

**Request Submitted by:** \_\_\_\_\_

Property Owner's Printed Name

\_\_\_\_\_

Property Owner's Signature

**PLEASE RETURN COMPLETED FORM TO THE TOWN OF ANDOVER ASSESSORS' OFFICE**  
assessor@andoverma.us

Assessors' Office Use:

Data changed by: \_\_\_\_\_ Date entered: \_\_\_\_\_