



**MOLLY HARTUP**  
ROANE COUNTY ASSESSOR OF PROPERTY  
200 E RACE STREET, SUITE 5  
KINGSTON, TN 37763  
TELEPHONE: (865) 376-4362

## CHANGE OF MAILING ADDRESS REQUEST

Property Owner of Record: \_\_\_\_\_  
Property Location/ Address: \_\_\_\_\_  
Map / Parcel: \_\_\_\_\_

**I am requesting to change the mailing address for the above referenced property.**

**The NEW MAILING ADDRESS is as follows:**

In care of (optional): \_\_\_\_\_  
New Mailing Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**I am aware that this change will affect all correspondence regarding this property (i.e. assessment change notice, appeal information, etc.)**

\* The signature of the Property Owner or their Legal Representative is REQUIRED in order to make a mailing address change in our records. Proof of Ownership/Representation and identification is REQUIRED.

**RETURN THIS FORM TO:**  
Roane County Property Assessor  
200 E Race Street, Suite 5  
Kingston, TN 37763  
(*Faxed copies will not be accepted*)

\* \_\_\_\_\_  
Signature of Property Owner  
\_\_\_\_\_  
Printed Name of Property Owner  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Contact Telephone Number (w/ Area Code)

Identification verified by: \_\_\_\_\_  
Date: \_\_\_\_\_