



Board Of Assessors  
1529 State Road  
Richmond, MA 01254

V 413-698-2525

F 413-698-3272

REQUEST FOR MAILING ADDRESS  
CHANGE/CORRECTION

PROPERTY ADDRESS: \_\_\_\_\_

MAP/BLOCK/LOT: \_\_\_\_\_

PROPERTY OWNERS: \_\_\_\_\_

CURRENT MAILING ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_

NEW MAILING ADDRESS:

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE, ZIP CODE: \_\_\_\_\_

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

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

DATE RECEIVED AND ENTERED: \_\_\_\_\_

NOTE: This change of address form is for PERMANENT address changes. It can only be done once a year and is effective January 1<sup>st</sup> for the entire year. If you a seasonal resident please DO NOT use this form, contact the USPS for instructions on temporary mail forwarding.