## Mailing Address Change

- Only a property owner may submit an address change.
- Address changes will affect the:
  - o Real Estate tax bill
  - o Notice of Assessment sent from the local assessor
  - Planning and Development Department mailings
  - Other correspondence from the Treasurer's Office
- The mailing address cannot be a lending institution's address. A copy of the Real Estate tax bill may be forwarded to the appropriate party once it is received.
- If the tax bill is to be sent to a party other than the owner(s), please note that person's name as a c/o.

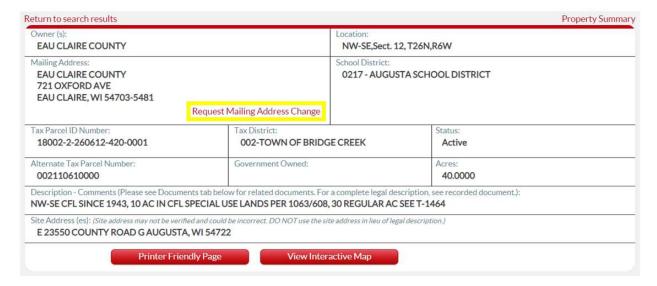
To change the mailing address for a parcel, please redirect to <a href="Eau Claire County Ascent Land Records"><u>Eau Claire County Ascent Land Records Website</u></a>. Search for the property record and click "Request Mailing Address Change". This request may take 1-2 business days to update on the website.

Directions for making a request are as follows:

- Enter first and last name, or parcel ID, or street number and name to search for a parcel.
- Click on the red parcel number to access the parcel page.



Click on "Request Mailing Address Change" in the Mailing Address box.



- Ensure the appropriate parcel has the "Add to Request" box checked.
- If more than one parcel needs to be changed, search for each parcel and check the "Add to Request" box.
- Select "Start Request" once the parcel(s) have been selected.



- Ensure the parcel numbers are correct.
- Enter the new address, your name, email address and phone number.
- Click on "Send Request".

