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# Miami-Dade County Property Appraisal Mailing Address Change Form

Complete all 4 steps below ONLY to change your mailing address. Mailing address changes will not affect property address. **A photocopy of your valid Florida Driver's License or State ID must be submitted with your change of mailing address request. Attach a copy of company letterhead if title is held in a corporation or other legal entity.**

## Step 1

Complete the following information

Property Folio #

Property Address

Owner's Name/Corporate Name

Telephone Number

## Step 3

### Sign, Date and Title

To receive your August Notice of Proposed Taxes we must receive your mailing address change request by July 7.

To receive your November tax bill we must receive your mailing address change request by September 20.

Signature Current owner of record must sign

(Title) if in company name

Date

## Step 2

Tell us your new mailing address:

Owner's Name/Corporate Name

Street Address

Apt or Unit #

City, State & Zip code

## Step 4

**Attach letterhead if Corporate account or photocopy of your valid Florida Driver's License or State ID AND RETURN TO:**

Miami-Dade County  
Property Appraisal Department  
111 NW First Street Suite 710  
Miami FL 33128-1984

### Note:

- i. If the above-described property is no longer your primary residence and you have homestead exemption, you must notify the Property Appraisal Department to cancel your exemption (Ref. F.S. 196.011). The cancellation form is available on our website at [www.miamidade.gov/pa](http://www.miamidade.gov/pa).
- ii. Any future changes in your mailing address will require completion of a new mailing change form.