



# MECKLENBURG COUNTY

## PROPERTY ASSESSMENT AND LAND RECORDS MANAGEMENT BUSINESS PERSONAL PROPERTY - CHANGE OF ADDRESS NOTICE (PLEASE TYPE OR PRINT)

It is the owner's responsibility to notify the Assessor when the mailing address of real or personal property, or physical location of personal property has changed. Please use this form to report any change of address. If you have questions regarding this form, please call (704) 336-6382 (or send email to [BPPEMAIL@MecklenburgCountyNC.gov](mailto:BPPEMAIL@MecklenburgCountyNC.gov)) for **Business Personal Property** changes.

**Business Personal Property ID:** \_\_\_\_\_

**Property Location:** \_\_\_\_\_  
*Street Address* *City*

**Owner:** \_\_\_\_\_  
*Last Name* *First Name* *Middle*

**Person Requesting Change:** \_\_\_\_\_  
*Last Name* *First Name* *Middle*

\_\_\_\_\_  
*Signature of Person Requesting Change* *Date* *Daytime Telephone*

**Old Mailing Address or Physical Location** (Circle one or both):

\_\_\_\_\_  
*Street Address or P.O. Box* *City* *State* *Zip Code*

**New Mailing Address or Physical Location** (Circle one or both):

\_\_\_\_\_  
*Street Address or P.O. Box* *City* *State* *Zip Code*

**Effective Date of Address Change:** \_\_\_\_\_  
*Month/Day/Year*

Fax Completed Form to: (704) 336-6386

OR

Mail completed form to: **Mecklenburg County Business Personal Property  
Attn: Address Maintenance  
P.O. Box 36819  
Charlotte, NC 28236-6819**