Town of Medfield
Board of Assessors

459 Main Street
Medfield, MA 02052
Tel. 508-906-3014
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REAL PROPERTY OWNERSHIP & MAILING ADDRESS CHANGES

Any and all real property **Ownership change, "Care of" request**, or **Mailing address change shall only be made** as a result of one of the following:

1. **Attach an official copy (showing a stamped Registry Book/ Page #'s or Certificate # and date of recording on page #1 of the document) of a recorded Deed or Land Court Certificate.**
2. **Attach an official copy of a recorded (probate document # stamped on page 1) Allowance of Will document. Also, attach a full copy of the Will. We must review the specific content in the Will that addresses real estate interests before we can make a requested ownership change.**
3. **For mailing address changes only (including adding a person(s) as a "care of"), this form must be signed by a known Owner of Record.**

Please note that proof of marriage or divorce in and of itself does not constitute documentation for a change of the "Owner of Record". Marriage certificates or Divorce document(s) must be associated with the deed via recording at the Norfolk County Registry of Deeds (NCRD). Alternatively, a Convenience Deed must be recorded at the NCRD specifying the ownership change for the real estate parcel.

In cases where the title of a property is held in Joint Tenancy or a Life Estate, a copy of a Death Certificate recorded at the Registry of Deeds or the Land Court (as applicable) is sufficient to support the change of ownership to the surviving owner(s).

In addition to following all instruction above, please complete the following information in order to request an ownership and/or mailing address change:

Property Location _____ Parcel ID _____-_____-_____-_____

INCORRECT OWNER/ADDRESS INFORMATION

Record Owner(s) _____
_____
Mailing Address _____
City/Town_____ State _____ Zip _____

CORRECT OWNER/ADDRESS INFORMATION

Record Owner(s) ***(IF A CHANGE - FOLLOW INSTRUCTION #'S 1 OR 2 ABOVE)***
_____
_____
Mailing Address ***(IF A CHANGE – FOLLOW INSTRUCTION #3 ABOVE)***
_____
City/Town _____ State _____ Zip_____
Signature of Owner _____Date _____ Phone _____

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Office Use Only

Patriot change made by _____ on ____/____/_____ Munis change made by _____ on ____/____/_____