



MAILING ADDRESS CHANGE FORM

Complete all 4 steps below to change your mailing address. The mailing address of record is used to mail the annual Notice of Proposed Property Taxes and Real Estate Property Taxes. Mailing address changes will not affect the physical property address on record. **A copy of your valid photo ID must be submitted with this request.**

If the property is owned by a corporation or other legal entity, the form must be signed by an authorized agent (manager, officer, registered agent, or authorized representative); and corporate documents or annual report filed with the Florida Division of Corporations must be attached, in addition to the photo ID.

STEP 1 – Complete Property Information	STEP 2 – Complete the New Mailing Address
<hr/> Property Folio # <hr/> Property Address <hr/> Owner’s Name/Corporate Name	<hr/> Street Address <hr/> Apt or Unit # <hr/> City, State & Zip Code
STEP 3 – Signature and Contact Information	STEP 4 – Attach Copy of Valid Photo ID (and corporate documents or annual report, if applicable)
<hr/> Signature (Current owner/Authorized Agent) <hr/> Title (if in company name) Date <hr/> Telephone Number To receive your Notice of Proposed Taxes in August at the new address, we must receive the completed form by July 7 . To receive your Tax Bill in November at the new address, we must receive the completed form by September 20 .	<p style="text-align: center;">RETURN TO:</p> <p style="text-align: center;">Miami-Dade County Property Appraiser’s Office 111 NW First Street Suite 710 Miami, FL 33128-1984</p> <p style="text-align: center;">OR</p> <p style="text-align: center;">Email: pawebmail@mdcpa.net</p>

Notice:

- i. If the above-described property is no longer your primary residence and you have homestead exemption, you must notify the Office of the Property Appraiser to cancel your exemption (Ref. F.S. 196.011). If any owner fails to so notify the property appraiser and the property appraiser determines that for any year within the prior 10 years the owner was not entitled to receive such exemption, the property shall be subject to the taxes exempted as a result of such failure, plus 15 percent interest per annum and a penalty of 50 percent of the taxes exempted. *Reference Sec. 196.131 and 196.161, F.S.* The cancellation form is available on our website at www.miamidade.gov/pa.
- ii. Any future changes in your mailing address will require completion of a new mailing change form.

FOR OFFICIAL USE ONLY	
MAILING ADDRESS CHANGE PROCESSED Processing Employee User ID: _____ Date: _____ Letter Required (circle one): YES or NO	MAILING ADDRESS CHANGE QUALITY CONTROL Quality Control Employee User ID: _____ Date: _____ Denial Letter Sent (circle one): YES or NO