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120 Market Street · Youngstown, OH 44503 · 330-740-2010

Request to Change Owner Address in Auditor Database

The Auditor's Office Policy regarding an "owner address" has always been that the tax mailing address on a recorded deed remained as the owner address in MVP (Auditor's software) until a property was transferred. The Auditor's Office instituted this policy to protect the taxpayer from fraudulent activity. In the past, if there was a need to change their owner address, the taxpayer had to contact the Treasurer's Office and add a taxpayer mailing address.

In recent years, outside entities such as townships and cities have begun using the Auditor's database to send notifications for a variety of items such as zoning violation/hearing notices, owner-occupancy notices, etc. to property owners. The Auditor's Office has implemented a new policy in this regard that improves accuracy yet still protects the taxpayer.

If you would like to change your owner address, you can do one of the following:

1. Have a new deed prepared with new/correct owner address and record it in the Mahoning County Recorder's Office.
2. Fill out the Request to Change Owner Address form below, have all current owners sign, have all signatures notarized and provide a copy of the last deed to record.

Please provide the following information:

Parcel Number _____

Location Address _____

Current Owner(s) _____

Owner Address on Last Deed to Record: (copy of last deed to record must be attached)

Address	City	State	Zip Code
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New Owner Address:

Address	City	State	Zip Code
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This document must be signed by all current owners of the parcel listed above. All signatures must be notarized.

** See page 2 for signatures and notary.*

Print Owner Name _____

Owner Signature _____

Date _____ Owner Phone # _____

Print Owner Name _____

Owner Signature _____

Date _____ Owner Phone # _____

Print Owner Name _____

Owner Signature _____

Date _____ Owner Phone # _____

NOTARY ACKNOWLEDGEMENT

State of _____ County of _____

Sworn to and subscribed before me in my presence by

to be the person whose name is signed on this document and acknowledged to me that they signed it voluntarily for its stated purpose on this _____ day of _____, 20_____.

Signature of Notary Public

(Seal)

Date My Commission Expires: _____

For Auditor Use Only

_____ Copy of last deed provided _____ Address Changed for TY _____ By _____

Note _____