

Town of Franklin



Board of Assessors
355 East Central Street
Franklin, MA 02038-1352
(508) 520-4920
FAX (508) 520-4923
Web: www.franklin.ma.us

PERSONAL PROPERTY OWNERSHIP, DOING BUSINESS AS (DBA) AND MAILING ADDRESS CHANGES

Any and all personal property ownership changes, "Care Of" requests, or mailing address changes shall only be made as a result of one of the following:

- 1. The filing of a current MA State Form of List (Business Assets Declaration) by the Owner, Authorized Employee or other Authorized Agent.
2. For mailing address changes only (including "Care Of" requests), a written request is required personally signed by the owner, authorized employee or other authorized agent.

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

Property Location \_\_\_\_\_ Property ID: (6 digits only) \_\_\_\_\_

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 # 1 ABOVE)

\_\_\_\_\_

Mailing Address (IF A CHANGE - FOLLOW INSTRUCTION # 2 ABOVE)

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

\*\*\*\*\*

Office Use Only

RRC change made by \_\_\_\_\_ on \_\_\_/\_\_\_/\_\_\_ MUNIS change made by \_\_\_\_\_ on \_\_\_/\_\_\_/\_\_\_