



# Town of Franklin

## Board of Assessors

355 East Central Street  
Franklin, MA 02038-1352  
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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 \_\_\_\_/\_\_\_\_/\_\_\_\_

