



Real Estate: (502) 574-6380
Personal Property: (502) 574-6860
Motor Vehicles: (502) 574-6450

Colleen Younger
Jefferson County
Property Valuation Administrator

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815 W. Market Street, Suite 400
Louisville, KY 40202-2654
www.jeffersonpva.ky.gov

COMMERCIAL PROPERTY MAILING ADDRESS CHANGE FORM

All mailing address changes for commercial property are required to be made in writing (phone requests are not accepted).

If you are making a request for the property owner, please indicate your title and relationship to the owner and include a **required** letter of authorization (on company logo letterhead) from and signed by the property owner. Mail your completed form and its supporting authorization to our office address indicated above. Or, you may email your completed form and its supporting authorization to CommercialAddressChange@jeffersonpva.ky.gov or fax it to **(502) 574-8417**.

DATE: _____

REQUESTER NAME / TITLE
& COMPANY NAME _____

RELATIONSHIP OF REQUESTER
TO PROPERTY OWNER: _____

PROPERTY OWNER: _____

PROPERTY ADDRESS
(JEFFERSON CO., KY): _____

FROM -- OLD MAILING ADDRESS:

C/O OR ATTN: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

TO -- NEW MAILING ADDRESS (same mailing address required for assessment notices & tax bills):

C/O or ATTN: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

REQUESTER'S PHONE NUMBER
& EMAIL: _____

PROPERTY OWNER'S PHONE NUMBER
& EMAIL: _____

COMMENTS: _____

REQUESTER'S SIGNATURE: _____