

**Dutchess County Office of Real Property Tax Services**  
**Request for Owner Name Change or Removal on Assessment Records**

**IMPORTANT:** If a deed has been or will be filed with the County Clerk you do not need to request a name change. Owner information will be updated during the normal course of business.

Mailing addresses are maintained by the local assessor's office.

Town/City: \_\_\_\_\_

Parcel ID (Grid Number): \_\_\_\_\_

Current Owners' Names: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Daytime Phone: \_\_\_\_\_

I would like to:

**CHANGE** my name on the assessment records to \_\_\_\_\_  
(Please PRINT clearly.)

due to enclosed:

- Marriage Certificate
- Divorce Decree
- Other Court Order

**ADD** my name to the assessment records. I am the legal heir per enclosed will or court order.

\_\_\_\_\_ (Please PRINT clearly.)

**REMOVE** a current owner's name from the assessment records due to enclosed death certificate.

**PROPER DOCUMENTATION MUST BE INCLUDED WITH THIS REQUEST. (DRIVER'S LICENSE WILL NOT BE ACCEPTED)**

I affirm that I have the authority to make this request. I acknowledge that adding, removing, or changing a name on the assessment roll DOES NOT change my current deed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**RETURN TO: Dutchess County Office of Real Property Tax, 22 Market Street, Poughkeepsie, NY 12601**  
**For questions, please call: (845) 486-2140**