



## Town of Saugus

Office of  
The Board of Assessors  
298 Central St. Suite 3  
Saugus, MA 01906  
(781) 231-4130

### MAIL ADDRESS CHANGE FORM:

Current Fiscal Year Owner: \_\_\_\_\_

Property Location (Address): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Do you reside at the location of the property listed on line 2? Yes \_\_\_\_\_ No \_\_\_\_\_

Telephone # \_\_\_\_\_ Email: \_\_\_\_\_

Are you a new owner? Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, date of purchase: \_\_\_\_\_

Signature of Requestor: \_\_\_\_\_

Printed Name of Requestor: \_\_\_\_\_

(If not owner) Relation to Owner: \_\_\_\_\_

**Note: If record owner is unavailable: submit power of attorney, deed, will, or court appointment**

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The Town of Saugus operates under a quarterly billing system. The Fiscal Year tax bill is sent to the owner of record as of January 1. If you purchased a property after January 1, the next Fiscal Year bill will list the previous owner's name. In order to receive future bills at the appropriate address, please fill out this form.

**Please note:** The signature of the owner is required on the form before any changes of mailing address can be authorized. **Fill out this form and return to:**

**Saugus Town Hall  
Assessing Department  
298 Central Street  
Saugus, MA 01906**