

NEW OWNER AND/OR CHANGE OF MAILING ADDRESS REQUEST FORM



MAIL OR BRING THE COMPLETED FORM TO:

City of Oak Creek
Attention: Assessor's Office
8640 S. Howell Avenue
Oak Creek, WI 53154

Fax #: 414-768-5878
Phone #: 414-768-6506

DATE OF REQUEST & IDENTIFY PROPERTY REQUIRING CHANGE:

Date of Request: _____

Real Estate Parcel Number OR Personal Property Account Number: _____

Property Address OR Personal Property Business Address Location:

CHANGE REQUESTED BY:

Requested By: _____
(Print Full Name)

(Signature)

TELEPHONE NUMBER: _____

PLEASE COMPLETE THE APPLICABLE SECTION(S) BELOW:

Section #1: NEW OWNER INFORMATION

New Owner as of: _____

First Name: _____ Last Name: _____

Additional Owner(s): (If Applicable)

First Name: _____ Last Name: _____

First Name: _____ Last Name: _____

Section #2: NEW MAILING ADDRESS INFORMATION

Change Mailing Address to: _____

(City) (State) (Zip Code)

FOR BUSINESSES ONLY - PERSONAL PROPERTY CHANGE

Check and Complete Applicable Boxes:

New Owner (Complete Section #1 ABOVE) New Mailing Address (Complete Section #2 ABOVE)

Business Name Changed:

From: _____

To: _____

NO LONGER IN BUSINESS: **Please Contact the Assessor's Office (414-768-6506)**

You will need to return a signed Statement of Personal Property Form (PA-003) to the Assessor.

For Assessor's Office to Complete:

____ Form Checked: Completed & Legible
____ Count Entered on Log - Go to: T:\Shared\Tax Bill - ANNUAL ITEMS\2009-Log-chgs-gcs-u-ppp
____ Ownership Verified by Assessor's Office via Laredo (if applicable)
____ Ownership Verified & Copy of Form to Treasurer's Office
____ COPY TO: PP-Business Name Change Folder (if applicable)
____ Mailing Address /New Owner Changed by Assessor's Office:
____ GCS ____ Unvers ____ PP Program **CHANGES MADE BY:** _____

CHANGE OF OWNERSHIP

The ownership information shown on the tax bill is the most current recorded deed information available from the Milwaukee County Register of Deeds at the time the tax roll was completed for the year. All additional ownership information received by the Assessor's Office after the tax roll has been transferred to the Treasurer will be entered into the subsequent tax roll. No changes will be made to the tax roll by the Treasurer's Office.

To report current ownership information, please complete a "New Owner and/or Change of Mailing Address Request" form that is available online or in the Assessor's Office AND RETURN TO:

City of Oak Creek
Attention: Assessor's Office
8640 S. Howell Avenue
Oak Creek, WI 53154

You may find the form on the website at www.oakcreekwi.org.

Go to: [Departments](#)

Click on: [Assessor's Office](#)

You may contact the Assessor's Office directly at (414) 768-6506.

If you are the current owner of property in the City of Oak Creek and did not receive a tax bill, it is your responsibility to find out the amount of property tax due and when the tax bill needs to be paid. You may find this information online at www.oakcreekwi.org.

Go to: [Departments](#)

Click on: [Treasurer's Office](#)

You may contact the Treasurer's Office directly at (414) 768-6501.

Per WI State Statute 74.09(6):

(6) Effect of failure to receive. Failure to receive a property tax bill does not affect the validity of the general property taxes, special taxes, special charges and special assessments levied or the collection of delinquent general property taxes, special taxes, special charges and special assessments.