

Michelle Stephens
Town Clerk/ Tax Receiver

Samantha Marinace
Clerk Administrator



Kat Diomede
Deputy Town Clerk

Amy Cargain
Deputy Town Clerk

TOWN OF PUTNAM VALLEY
Town Clerk/ Tax Receiver

CHANGE OF ADDRESS REQUEST

Please complete, sign, date, and submit this form along with a valid government-issued photo ID.

- **In person:** All homeowners requesting the address change must fill out this form and appear with valid government-issued photo ID.
- **By mail:** Include a notarized copy of your valid government-issued photo ID and mail this form to:

Town of Putnam Valley
Attn: Address Change
265 Oscawana Lake Road
Putnam Valley, NY 10579

- **By email:** Email the completed form and a notarized copy of your valid government-issued photo ID to mstephens@putnamvalley.gov.

Important:

- An accurate mailing address is required to receive official Town correspondence.
- Seasonal addresses cannot be used as a mailing address.
- **All homeowners must sign this form for the address change to be valid.**

Tax Map ID Number: (If known) _____

Putnam Valley Property Address: _____

Updated Mailing Address: _____

Primary Owner (s) _____

Phone Number (s) _____

Email (s) _____

Signature _____ **Date** _____

Signature _____ **Date** _____

*Please note that if the owner of record is a business entity, such as a corporation, LLC, partnership, etc., you MUST provide a copy of the appropriate documentation giving you authorization as partial owner or representative to sign on behalf of the owner of record. This would be in the form of Power of Attorney, Corporate Resolution, Partnership Agreement, etc.