



*Marion County*

OREGON

**ASSESSOR'S OFFICE**

To make an ownership change in the tax assessment records requires documents relative to the situation. These instructions are for real property only. For changes on a Manufactured Structure account, please contact the M.S. Department at (503) 588-5171.

In order for us to process a change of ownership, please fill out and submit the following form below. Check the appropriate reason for the ownership change and include all necessary supporting documents. Be sure to include all account numbers affected by this ownership change.

If you have any questions regarding your request, please call the Assessor's Map Room counter at: (503) 588-5236 between the hours of 8:00 a.m. and 5:00 p.m.

# REQUEST FOR CHANGE OF OWNERSHIP RECORD

Owner(s) on our records: \_\_\_\_\_  
\_\_\_\_\_

Account numbers: \_\_\_\_\_  
\_\_\_\_\_

Account numbers can be found in the upper right hand corner of your tax statement(s)

It is requested that the account number(s) above be changed to the following name(s):

\_\_\_\_\_  
\_\_\_\_\_

by virtue of the reason indicated below:

Death of spouse or individual owning by right of survivorship.

(Please provide a black and white copy of death certificate)

Property conveyed by Court Order in Divorce or Civil Action.

(Please provide copy of decree or property settlement agreement pertaining to property distribution)

Add married name to name shown: \_\_\_\_\_

**(Attach copy of marriage certificate)**

**Note:** We must retain former last name unless there has been a legal name change through court proceedings or recorded deeds. Marriage certificates will **only add** married name to last name. (Ex: Doe, Mary Jane would change to Smith, Mary Jane Doe). Driver's licenses and social security cards are NOT acceptable.

Probate Court Order of Final Distribution. Probate Case #: \_\_\_\_\_

(If no deed was recorded, please provide copy of probate record.)

Legal name change. Please provide a copy of the court case record.

Sold or Bought property by deed recorded in Marion County. Recording #: \_\_\_\_\_

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Change requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print

Mailing address: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**This form and supporting documents may be :**

**Mailed to:**

Marion County Assessor  
Attn: Map Room  
PO Box 14500  
Salem, OR 97309

**Faxed to:**

Marion County Assessor  
Attn: Map Room  
(503) 588-7985

**Delivered to:**

Marion County Assessor  
Map Room Counter  
555 Court St. N.E. Ste. 2233  
Salem, OR 97301