



451E E-File Instructions Change Mailing Address User Manual

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Change

451E E-File Instructions Change Mailing Address

CHANGE OF MAILING ADDRESS

Submission ID: XXXXXXXXXXXXXXXX

E-FILE INSTRUCTIONS

BACK TO FORMS



Attach



PIN



Sign



My Progress

Change of Mailing Address M F



Quit



Change of Mailing Address

Complete this form if your mailing address is incorrect or has changed. This form must be completed and electronically signed in the name of the authorized individual submitting the address change request.

If you need assistance, please call 213.974.3441, email AddressChange@assessor.lacounty.gov, or visit our website at <https://assessor.lacounty.gov>. Si desea ayuda en Español, llame al número 1.888.807.2111.

Only requests received from the owner whose name appears in the Assessor's records will be accepted for processing.

IMPORTANT: If the owner of record is a company, legal entity, estate or trust, or if the request is submitted by an agent of the owner, etc., additional supporting documentation is required to process this change of mailing address. For a list of required supporting documents, please visit <https://assessor.lacounty.gov/homeowners/change-mailing-address>

REAL PROPERTY (Single Family Residential/Apartments/Office/All Commercial Properties)

(PLEASE LIST PARCELS AFFECTED BY THIS CHANGE)

ASSESSOR'S ID NUMBER (AIN)	PROPERTY ADDRESS (Street Address, City, State, Postal Code)
AIN XXXXXXXXXX	11111 Sample St, City, CA 00000-0000
AIN	
AIN	
AIN	
AIN	

Document Number (from deed) Recording No./Recording Date (if known)

BUSINESS PROPERTY AND UNSECURED PROPERTY ONLY

Company No./Assessment No.

(from unsecured tax bill, whichever applies)

Specifications

- **Product Name:** E-File Instructions Change of Mailing Address (ASSR-451E)
- **Features:** Account creation, Homeowner alert service, User registration, Email notifications

CREATE AN ACCOUNT


If you have not created an account by signing up for e-Services, you will need to create an account. This is a one time requirement and once you are registered, you will not be asked to re-register. Creating an account will allow you to see the progress (status) of all online form submissions.

- **a.** Click "My Account" and select "Register" from the dropdown menu. If you already have a registered account, select "Sign In" and proceed to Forms (page 6).



- b. Begin the User Registration by filling out all required fields.

- c. If you would like to sign-up for the Homeowner Alert Service (e-Notification), select the “Opt-In for AIN/Recorded Document email notification” checkbox*. This notification alerts property owners of potential real estate fraud activity. Learn more at: assessor.lacounty.gov/news-information/enotification
If you are not interested, leave the checkbox empty and proceed to “Submit” the form.
Registered users can opt-in at a later date by updating their Profile page.



Los Angeles County
Assessor Portal

Login

User Registration

This page is for public user registration. Los Angeles County, Office Of The Assessor employees should [login](#) using their employee ID.

* Required field

*First Name

Middle Name

*Last Name

*Mobile Phone


*Email


*Confirm Email

Disclaimer : ☒ Opt-In for AIN/Recorded Document email notification

Use of this document recording notification opt-in program includes, but is not limited to, the terms and conditions of this disclaimer.
Only the property owner(s) currently on record with the Los Angeles County Assessor may choose to opt-in on their specific AIN (Assessor Identification Number) or parcel for receipt of email or text message notification when a document related to that AIN is recorded at the Los Angeles County Recorder's Office. The email or text message will be sent immediately following the completion of the recording transaction and will contain the AIN, document type, recording date and recorded document number. It will NOT contain the name(s) of party(ies), address, or image of the recorded document. It will be up to the property owner to contact the Department of Consumer and Business Affairs using the contact information provided in the email or text message for information regarding the recorded transaction the property owner reasonably believes to be erroneous, irregular, or possibly fraudulent.
Although we strive to be as accurate as possible in providing property owners with information under this opt-in program, Los Angeles County assumes no responsibility and in no event shall be liable to any party for any errors contained in email or text message notifications, or in any manner relating to the accuracy completeness, or timing of any email or text message notifications, transmitted under this program. Nothing in the contents of any email or text message notification transmitted under this program shall constitute legal advice or create any legal or contractual obligation on Los Angeles County. Circumstances vary case-by-case, and property owners should seek appropriate legal, financial, or other professional advice for their specific situations. Los Angeles County reserves the right to make changes to the document recording notification opt-in program without notification to participants.


By clicking Submit you are agreeing to the terms of the website.


I'm not a robot


reCAPTCHA
Privacy - Terms

Submit

- d. A confirmation of your successful registration.



Los Angeles County
Assessor Portal

Login

User Registration


We have sent an email to sample@email.com.

Please click on the confirmation link in the email to complete your registration.
(If you don't find the email in your inbox, remember to check your spam folder.)

You may now close this window.

- e. A confirmation email will arrive shortly to your registered email. If you do not see the confirmation email, please check your junk/spam folder.

☐
☒ NoReply@assessor.laco...


Los Angeles County Assessor Portal Registration Confirmati...

Dear Jane...

10:26 AM

- f. Open the email and follow the instructions to confirm your account.



• **NoReply@assessor.lacounty.gov** <noreply@assessor.lacounty.gov>
To: isample@email.com



Tue, Jun 13 at 10:26 AM ☆

Dear Jane,

Thank you for registering with the Los Angeles County Assessor's Office. Here are your account details:

Username: sample@email.com

Password: XXXXXXXX

Please follow the link to confirm your account:

<https://assessorssostg.assessor.lacounty.gov/csr/confirmation/exampleconfirmation>

Thank you,

Los Angeles County

Office of the Assessor

For any technical issues, please email the [Helpdesk](#)

For questions related to your property, please call 1 (888) 807-2111

<https://assessorssostg.assessor.lacounty.gov/csr/confirmation/exampleconfirmation>

- **g.** Login with the username and password provided in your confirmation email.

Los Angeles County - Assessor Portal

Username

Password


Sign In


[I forgot my password](#)
[I forgot my username](#)
[I am a new user / register now](#)

- **h.** On the Password Management screen, change your password and set challenge questions for security. In the event that you forget your username or password, you will need to answer these challenge questions correctly to retrieve your account information.

Fill out all required fields and click "Submit" to finish setting up your account.

SAMPLE@EMAIL.COM

 Identity Self Service

 Password Management

* Required field

Old Password

* New Password

* Re-Type New Password

Register challenge questions for your account

* Question1

* Answer1

* Question2

* Answer2

* Question3

* Answer3

Submit

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MY ACCOUNT

While signed in, Click on “My Account” to reveal the dropdown menu. From here you can access profile, status, or sign out.

LACOUNTY.GOV

LANGUAGE

SEARCH Q

MY ACCOUNT

 Los Angeles County Assessor
JEFF PRANG



- PROFILE
- STATUS
- SIGN OUT

HOME

PROPERTY INFORMATION

TAX SAVINGS

FORMS


NEWS & INFORMATION

REAL ESTATE TOOLKIT

ABOUT

CONTACT US

The Profile page gives you access to update user information, e-Notification opt-in, challenge questions, and change your password.



Los Angeles County Assessor Portal - Security Dashboard

SAMPLE@EMAIL.COM

Self Service

Compliance

Manage

My Information x Home

* Required fields

Basic User Information

Apply

Cancel

Username

SAMPLE@EMAIL.COM

First Name

Middle Name

*Last Name

WARNING

Changing your email id will change your user login. You must close the browser after the email id change submitted.You can re-login with the new email id.

E-mail

sample@email.com

Opt-In Email Notification

☒

Mobile Phone Number

Secondary Phone Number

Change Password

Challenge Questions

Your secret questions and answers are already set. However, you can use the below form to set them new.

Apply

Cancel

* Password

* Question1

* Question2

* Question3

* Answer1

* Answer2

* Answer3

The Status page will keep track of your online submissions.

ONLINE SUBMISSION STATUS

WELCOME JANE DOE

DATE	SUBMISSION ID	FORM NAME / #	AIN	STATUS
<div><div>STATUS LEGEND</div><div><div>In Progress:</div>The form has been started, but not yet completed.</div><div><div>Expired:</div>The form was not completed within the 24-hour timeframe.</div><div><div>Submitted:</div>The form has been submitted and is currently being processed or has been processed.</div><div><div>Canceled:</div>The form has been canceled by user.</div><div><div>Failed:</div>An error occurred during processing. Please resubmit the form.</div></div>				

 | | | |


10 items per page


1

FORMS PAGE

The Change of Mailing Address (ASSR-451) Form is located on the Forms page. Select “Submit Online” to start the process.

LACOUNTY.GOV
LANGUAGE
SEARCH Q
MY ACCOUNT



Los Angeles County Assessor
JEFF PRANG


HOME
PROPERTY INFORMATION
TAX SAVINGS
FORMS
NEWS & INFORMATION
REAL ESTATE TOOLKIT
ABOUT
CONTACT US

ALL FORMS
BUILDERS EXCLUSION
BUSINESS OWNERS
CHANGE IN OWNERSHIP
CHANGE IN OWNERSHIP - RESCISSION
CHURCH & RELIGIOUS, VETERANS, AND INSTITUTIONAL NON-PROFIT EXEMPTIONS
DATA SALES
DEATH OF REAL PROPERTY OWNER
DISASTER RELIEF
HOMEOWNERS
HOMEOWNERS EXCLUSIONS
OWNERSHIP TRANSFER EXCLUSIONS - INTER-SPOUSAL, DOMESTIC PARTNERS, & JOINT TENANCY

ADS-820
Application for Reassessment Property Damaged or Destroyed by Misfortune or Calamity
[DOWNLOAD](#)

ASSR-129
Property Data Change Request
[DOWNLOAD](#)

ASSR-451
Change of Mailing Address
[DOWNLOAD](#)
[SUBMIT ONLINE](#)
[E-FILE INSTRUCTIONS](#)

ASSR-9
New Construction Exclusion Form
[DOWNLOAD](#)

B-113A
Supplemental Schedule to Form 571-L for Bowling Centers
[DOWNLOAD](#)

B-116A
Supplemental Schedule to Form 571-L for Service Station and or Car Wash
[DOWNLOAD](#)

B-158A
Supplemental Schedule to Form 571-L for Theaters
[DOWNLOAD](#)

REQUIRED FILE ATTACHMENTS

1. A valid driver's license or government ID (state ID, military ID, passport, etc.) is required to verify your identity.



2. Required supporting documents will vary depending on the way the property is held (ownership type).

OWNERSHIP TYPE	SUPPORTING DOCUMENTS REQUIRED
PROPERTY OWNED BY AN INDIVIDUAL OR INDIVIDUALS (NOT A TRUST)	<ul style="list-style-type: none"> • Authorization of Tax Agent Form (EXM-202) if the property owner is being represented by a tax agent • If the property owner is completing the request on their own, no other supporting documents are required
PROPERTY HELD IN A TRUST	Copy of the Trust showing the Successor Trustee
PROPERTIES OWNED BY AN LLC	The Operating Agreement or Statement of Information showing the name and signature of the authorized principal
PROPERTIES OWNED BY A PARTNERSHIP	The Partnership Agreement showing the names and signatures of the partners
PROPERTIES OWNED BY A CORPORATION	The Articles of Incorporation showing the name(s) and signature(s) of the authorized principal(s)
PROPERTY OWNED BY DECEASED ESTATE OR UPON THE DEATH OF A PROPERTY OWNER	Letters of Administration or Will

**STAGE 1: ATTACH
CHANGE OF MAILING ADDRESS (ASSR-451E)**

1. Review checklist. Submit a form of identification and supporting documents (if needed). Select disclaimer checkbox and click "Next" to move on to the next step. Select "Back to Forms" to return to the Forms page.

CHANGE OF MAILING ADDRESS

[E-FILE INSTRUCTIONS](#)[BACK TO FORMS](#)

Attach



PIN



Sign

WELCOME JANE DOE

Web Browser Disclaimer: This site is best viewed using the current browser version of Chrome, Microsoft Edge, or Firefox. Please avoid incognito mode.

IMPORTANT: The security of your property information is of the highest importance to the Assessor's Office. To ensure this security, the Assessor's Office will require you to submit supporting documents to verify authority to initiate a change of mailing address request for a specific property or properties. We have included information on the required supporting documentation that should be submitted when requesting a change of mailing address for the following property ownership types:

- Properties owned by an individual or individuals
- Properties held in a trust
- Properties owned by an LLC, corporation or partnership
- Properties owned by deceased estate or upon the death of a property owner

Supporting documentation will vary depending on the type of ownership held. Before completing a Change of Address request, please [click here to view the checklist of required supporting documentation.](#)

Your Change of Mailing Address request will not be processed if appropriate supporting documentation is not uploaded. When submitting a request for more than five properties, please attach a sheet listing all parcels as a supporting document to your change request.

File Attachment

(PNG, JPEG, PDF, or DOCX) maximum of 20 files or combined total of 20MB

PLEASE PROVIDE YOUR DRIVER'S LICENSE OR OTHER GOVT. ID (STATE ID, MILITARY ID, PASSPORT, ETC.) REQUIRED FOR ALL SUBMITTALS

CHOOSE FILE or drag and drop file here

SUPPORTING DOCUMENTS WILL VARY DEPENDING ON THE WAY THE PROPERTY IS HELD (OWNERSHIP TYPE).

CHOOSE FILE or drag and drop file here



REAL ID IMAGE- (sample for media).jpg



☒ By clicking here, you give your consent for the information to be collected. The data supplied will be handled and protected in accordance with County of Los Angeles and Assessor's Office policies.

Next

STAGE 2: PIN CHANGE OF MAILING ADDRESS (ASSR-451E)

2a. Select Real Property or Business Personal Property for your change of mailing address property. If you need assistance locating the required information, click the "Where to Find the Above Information on Your Property Tax Bill" to view a sample Property Tax Bill.

PLEASE SELECT REAL PROPERTY OR BUSINESS PERSONAL PROPERTY

REAL PROPERTY BUSINESS PERSONAL PROPERTY

Please enter the required information:

AIN *

XXXX-XXX-XXX

PIN *

Validate

WHERE TO FIND THE ABOVE INFORMATION ON YOUR PROPERTY TAX BILL

2021

ANNUAL SECURED PROPERTY TAX BILL

CITIES, COUNTY, SCHOOLS AND ALL OTHER TAXING AGENCIES IN LOS ANGELES COUNTY

SECURED PROPERTY TAX FOR FISCAL YEAR JULY 1, 2021 TO JUNE 30, 2022

KEITH KNOX, TREASURER AND TAX COLLECTOR

FOR ASSISTANCE, CALL 1(213) 974-2111 OR 1(888) 807-2111, ON THE WEB AT propertytax.lacounty.gov

PROPERTY IDENTIFICATION
ASSESSOR'S ID. NO.: 1234 567 890 21 000
OWNER OF RECORD AS OF JANUARY 1, 2021
SAME AS BELOW

MAILING ADDRESS
0000001-0000001 APPR 001 1234-- 343480

Pin [ASCIDE]

Save Money - Save Time - Pay Online
lacounty.gov

DETAIL OF TAXES DUE FOR

AGENCY	AGENCY PHONE NO.	RATE	AMOUNT
GENERAL TAX LEVY	1234	567	890
ALL AGENCIES			22.36
VOTED INDEBTEDNESS			
CITY-LOS ANGELES		.014721	.33
METRO WATER DIST		.003500	.07
COMMUNITY COLLEGE		.043759	.98
UNIFIED SCHOOLS		.113228	2.53
DIRECT ASSESSMENTS			
SAFE CLEAN WATER	(833) 275-7297		206.79
LACD VECTR CNTRL	(800) 273-5167		14.97
LACITY PARK DIST	(213) 485-4402		13.71
LA STORMWATER	(213) 485-2464		3.09
LA ST LIGHT-LAND	(213) 847-1821		17.97

2b. Input your required information and select the "Validate" button to move on to the next screen.

PLEASE SELECT REAL PROPERTY OR BUSINESS PERSONAL PROPERTY

REAL PROPERTY BUSINESS PERSONAL PROPERTY

Please enter the required information:

AIN *

XXXX-XXX-XXX

PIN *

XXXXXX

Validate

WHERE TO FIND THE ABOVE INFORMATION ON YOUR PROPERTY TAX BILL

STAGE 3: SIGN CHANGE OF MAILING ADDRESS (ASSR-451E)

3a. After the pin validation, it's time to create the style of your signature. Select one of the signature font options or click the toggle button to Draw Your Own Signature. Once complete, click "Let's Go".

CHANGE OF MAILING ADDRESS

Submission ID: XXXXXXXXXXXXXXXX

E-FILE INSTRUCTIONS

BACK TO FORMS



Attach



PIN



Sign



Quit

Jane Doe, Let's Create Your Signature

Create the style of your signature and initials from the options below.

Choose a Signature Font ☐ Draw Your Own Signature

Signature Font

☒ JD

☐ JD

☐ JD

☐ JD

☐ JD

☐ JD

Let's Go

Create the style of your signature and initials from the options below.

Choose a Signature Font ☒ Draw Your Own Signature

Signature

Clear

Initials

Clear

Let's Go

STAGE 3: SIGN CHANGE OF MAILING ADDRESS (ASSR-451E)

3b. Fill out all required information on the Change of Mailing Address Form and sign the document.

CHANGE OF MAILING ADDRESS

Submission ID: XXXXXXXXXXXXXXXX

E-FILE INSTRUCTIONS

BACK TO FORMS



Attach



PIN



Sign



My Progress

Change of Mailing Address M F



Quit



Change of Mailing Address

Complete this form if your mailing address is incorrect or has changed. This form must be completed and electronically signed in the name of the authorized individual submitting the address change request.

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Only requests received from the owner whose name appears in the Assessor's records will be accepted for processing.

IMPORTANT: If the owner of record is a company, legal entity, estate or trust, or if the request is submitted by an agent of the owner, etc., additional supporting documentation is required to process this change of mailing address. For a list of required supporting documents, please visit <https://assessor.lacounty.gov/homeowners/change-mailing-address>

REAL PROPERTY (Single Family Residential/Apartments/Office/All Commercial Properties)

(PLEASE LIST PARCELS AFFECTED BY THIS CHANGE)

ASSESSOR'S ID NUMBER (AIN)	PROPERTY ADDRESS (Street Address, City, State, Postal Code)
AIN XXXXXXXXXX	11111 Sample St, City, CA 00000-0000
AIN	
AIN	
AIN	
AIN	

Document Number (from deed) Recording No./Recording Date (if known)

BUSINESS PROPERTY AND UNSECURED PROPERTY ONLY

Company No./Assessment No.

(from unsecured tax bill, whichever applies)

Required

New Mailing Address*

STREET ADDRESS

CITY

STATE

POSTAL CODE

Property Owner's Daytime Phone*

Property Owner's Email Address*

SAMPLE@EMAIL.COM

Property Owner's Agent Name

LAST

FIRST

Additional Info./Comments

Owner's Name*

LAST*

FIRST*

MIDDLE

Owner's Signature*

Sign

Date

Signed Date

ASSR-451E (Rev. 5/2023)

End Document

* Required Fields

STAGE 3: SIGN CHANGE OF MAILING ADDRESS (ASSR-451E)

3c. Click "Finish" to submit your Change of Mailing Address Form.

CHANGE OF MAILING ADDRESS

Submission ID: XXXXXXXXXXXXXXXX

Attach

PIN

Sign

E-FILE INSTRUCTIONS

BACK TO FORMS

My Progress

Finished Signing?

You've finished all mandatory actions on this document, but there are still incomplete OPTIONAL actions. If you're finished with this document, and didn't want or need to fill out these optional fields, click Finish below to confirm your signatures and complete the signing process. If you want to spend more time reviewing this document, select Stay Here. Just hit Finish Signing when you're done.

Stay Here

Finish

owner, etc., additional supporting documentation is required to process this change of mailing address. For a list of required supporting documents, please visit <https://assessor.lacounty.gov/homeowners/change-mailing-address>

REAL PROPERTY (Single Family Residential/Apartments/Office/All Commercial Properties)

Quit

3d. A confirmation of your successful completion.

Download

Print

Help

Quit

Jane Doe, thanks for signing online!

You have successfully completed all required actions.

Thank you for submitting your signature online.

Close

Review

3e. A confirmation email will arrive shortly to your registered email. If you do not see the confirmation email, please check your junk/spam folder.

☐ ☆

noreply

Assessor Form Submitted - Assessor Form Submission - THANK YOU Thank you for electroni...

11:39 AM

STAGE 3: SIGN CHANGE OF MAILING ADDRESS (ASSR-451E)

3f. Save your confirmation email for reference.



Los Angeles County Assessor **JEFF PRANG**



THANK YOU

Thank you for electronically submitting your request through our website. This message confirms that we have received your request.

AIN/Assessment Number: **XXXXXXXXXX**

FORM: **ASSR-451 Change of Mailing Address**

SUBMISSION NUMBER: [XXXXXXXXXXXXXXXXXX](#)

Please note that the address change will be updated by our assigned staff but may take several months given existing requests and resources. In the meantime, if you have any additional questions you can [visit our website](#) or [contact us](#).

Please note that the address change will be updated by our assigned staff but may take several months given existing requests and resources. In the meantime, if you have any additional questions you can visit our website or contact us.

3g. While signed in, click “My Account” to select “Status” and track your online submission(s).

ONLINE SUBMISSION STATUS

WELCOME JANE DOE

DATE	SUBMISSION ID	FORM NAME / #	AIN	STATUS
2023-06-05	XXXXXXXXXXXXXX	Change of Mailing Address ASSR-451	XXXXXXXXXX	Submitted

STATUS LEGEND

In Progress: The form has been started, but not yet completed.
Expired: The form was not completed within the 24-hour timeframe.
Submitted: The form has been submitted and is currently being processed or has been processed.
Canceled: The form has been canceled by user.
Failed: An error occurred during processing. Please resubmit the form.

10 items per page

1

FAQ

Frequently Asked Questions

- **Q: How do I update my user information?**
 - A: You can update your user information on the Profile page under My Account once logged in.

- **Q: What should I do if I forget my username or password?**
 - A: Answer the challenge questions set during account setup to retrieve your account information.
- **Q: Where can I find the Change of Mailing Address form?**
 - A: The form is located on the Forms page accessible through your account.

Documents / Resources



[CHANGE 451E E-File Instructions Change Mailing Address](#) [pdf] User Manual
 451E E-File Instructions Change Mailing Address, 451E, E-File Instructions Change Mailing
 Address, Change Mailing Address, Mailing Address, Address

References

- assessor.lacounty.gov/news-information/enotification
- [User Manual](#)

Manuals+, Privacy Policy

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