451E E-File Instructions Change Mailing Address





451E E-File Instructions Change Mailing Address User Manual

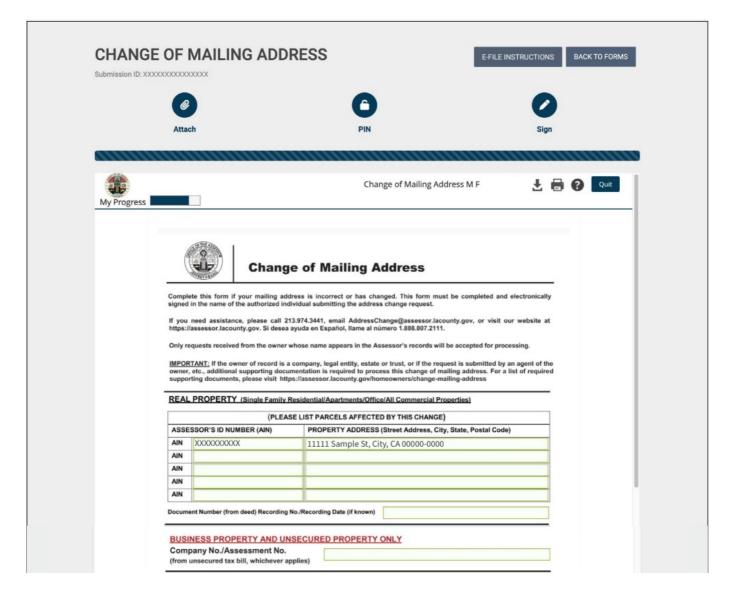
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Change

451E E-File Instructions Change Mailing Address



Specifications

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

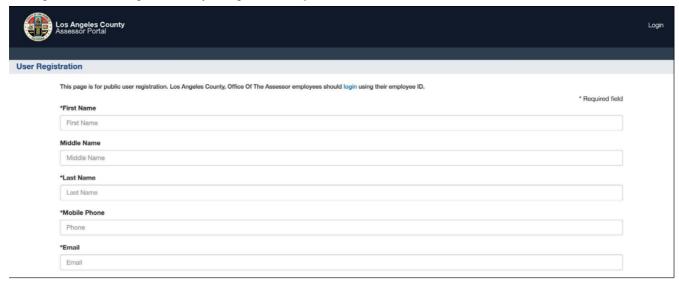
CREATE AN ACCOUNT

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).

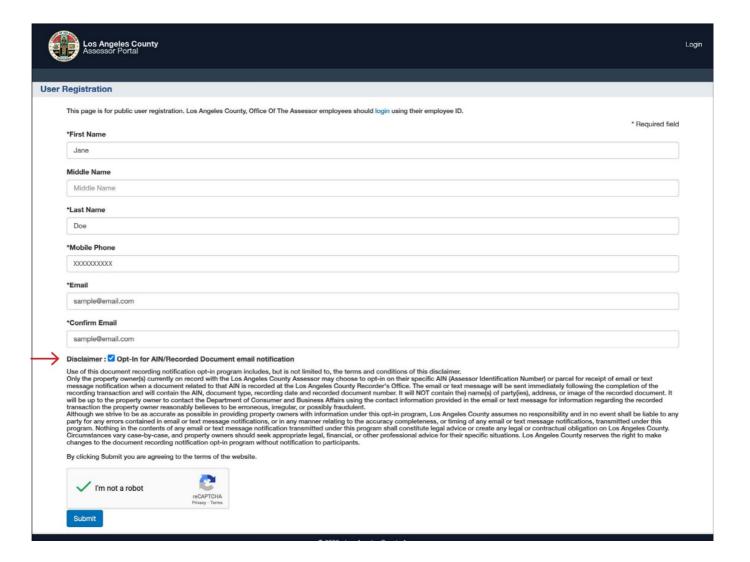


• b. Begin the User Registration by filling out all required fields.

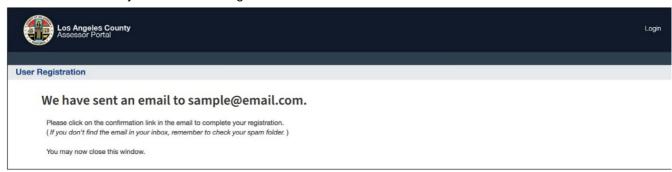


• c. If you would like to sign-up for the Homeowner Alert Service (e-Notification), select the "Opt-In for AIN/Recorded Document email notification" checkbox*. This notification alerts property owners of potential real estate fraud activity. Learn more at: assessor.lacounty.gov/news-information/enotification
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.



• d. A confirmation of your successful registration.



• 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.

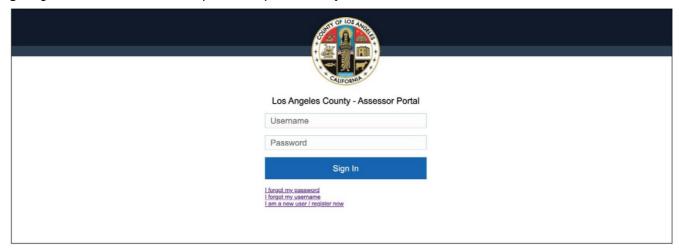


• f. Open the email and follow the instructions to confirm your account.



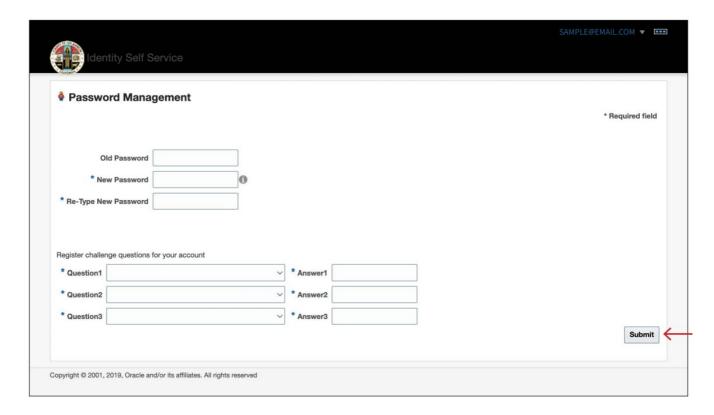
https://assessorssostg.assessor.lacounty.gov/csr/confirmation/exampleconfirmation

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



• 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.

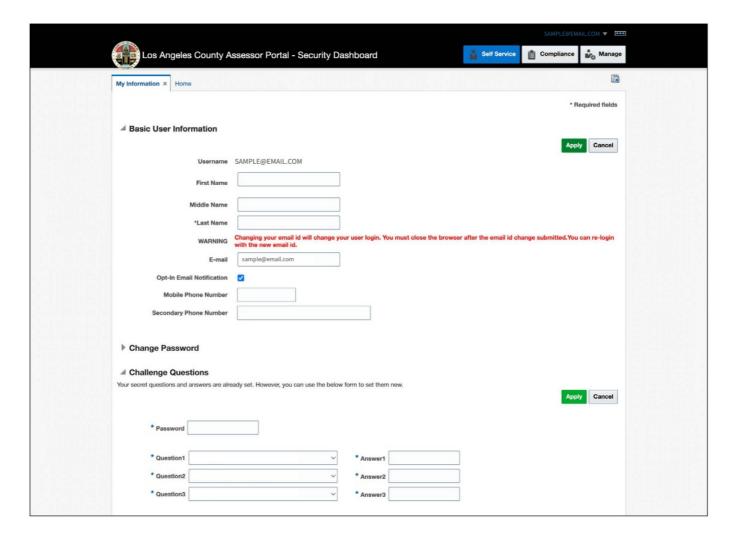


MY ACCOUNT

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



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

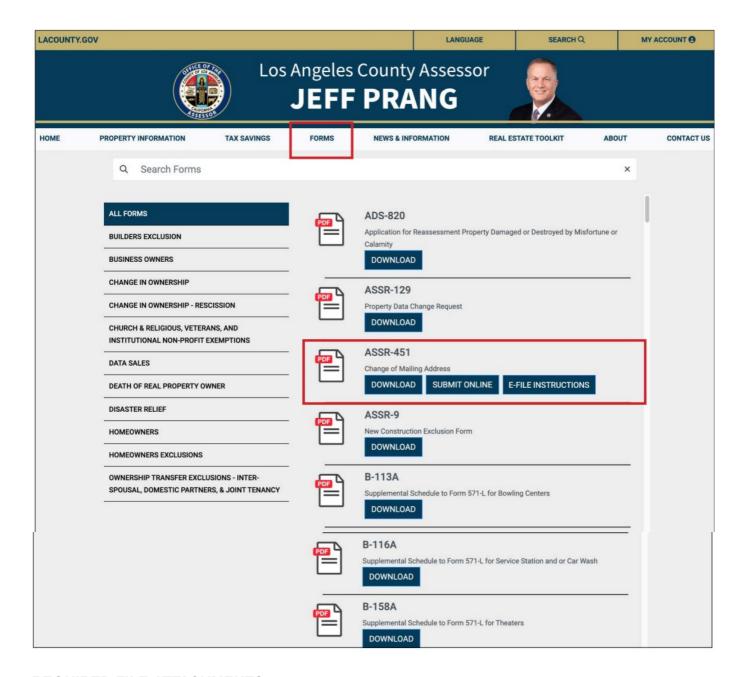


The Status page will keep track of your online submissions.



FORMS PAGE

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



REQUIRED FILE ATTACHMENTS

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





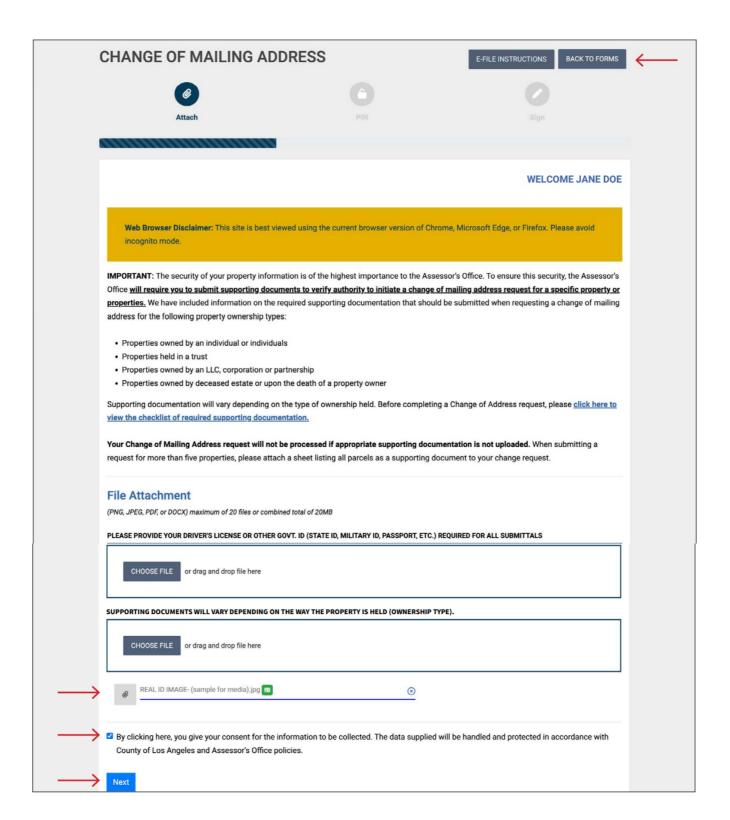
2. Required supporting documents will vary depending on the way the property is held (ownership type).

OWNERSHIP TYPE	SUPPORTING DOCUMENTS REQUIRED
PROPERTY OWNED BY AN IN DIVIDUAL OR INDIVIDUALS (NOT A TRUST)	 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 TRUS	Copy of the Trust showing the Successor Trustee
PROPERTIES OWNED BY AN	The Operating Agreement or Statement of Information showing the name and signature of the authorized principal
PROPERTIES OWNED BY A P ARTNERSHIP	The Partnership Agreement showing the names and signatures of the part ners
PROPERTIES OWNED BY A C ORPORATION	The Articles of Incorporation showing the name(s) and signature(s) of the authorized principal(s)
PROPERTY OWNED BY DECEASED ESTATE OR UPO N THE DEATH OF A PROPER TY OWNER	Letters of Administration or Will

STAGE 1: ATTACH

CHANGE OF MAILING ADDRESS (ASSR-451E)

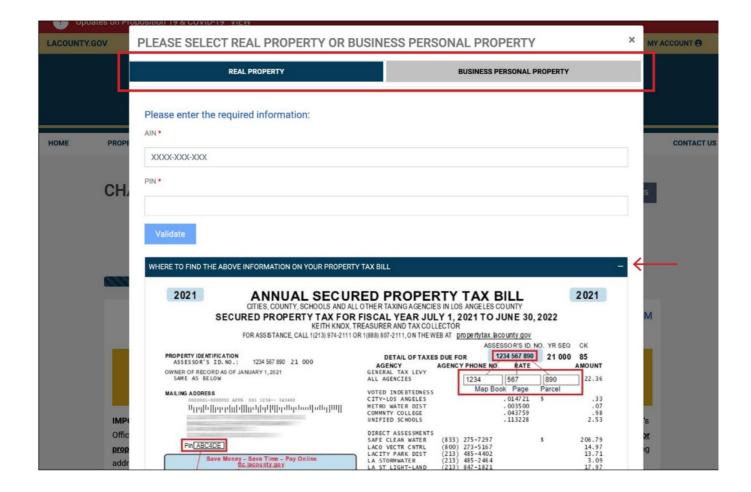
1. Review checklist. Submit a form of identification and supporting documents (if needed). Select disclaimer check box and click "Next" to move on to the next step. Select "Back to Forms" to return to the Forms page.



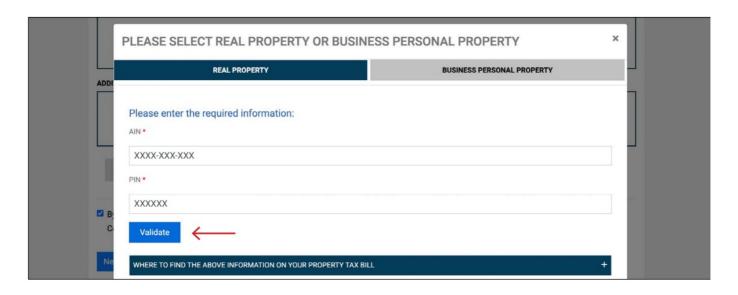
STAGE 2: PIN

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.



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



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".

	GE OF MAILING	ADDRESS	E-FILE II	NSTRUCTIONS BACK TO FORM
	Attach	C		Sign
10				? Quit
	Jane Doe, Let's	s Create Your Signature		
	Create the style of yo	ur signature and initials from the o	ptions below.	
		Choose a Signature Font	Oraw Your Own Signature	
	Signature Font			
	9030	0 10	O 1D	
	0 30	O JO	O JD	
				Let's Go
	Create the style of yo	ur signature and initials from the o	ptions below.	
	Г	Choose a Signature Font	Oraw Your Own Signature	
	Signature		Initials	
	Clear		Clear	
				Let's Go

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

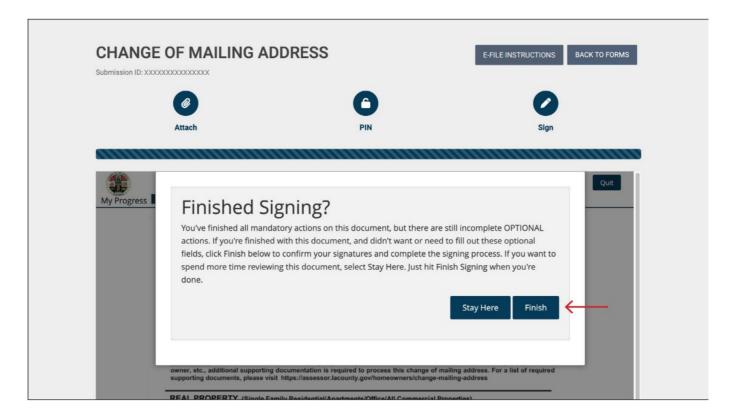
3b. Fill out all required information on the Change of Mailing Address Form and sign the document.

Attach PIN Sign Change of Mailing Address MF Change of Mailing Address MF Change of Mailing Address MF 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 reposet. If you need assistance, please call \$1387-3441, amail AddressChange(assessoc).acounty.gov, or visit our website at https://assessoc.acounty.gov, or visit our website at https://assessoc.acoun	Change of Mailing Address M F Change of Mailing Address Complete this form if your nailing address is incorrect or has changed. This form must be completed and electronically signed in the name of the authorized individuals submitting the address change request. If you need assistance, please call 213374.3441, small AddressChange@assessor.lacounty.gov, or visit our website at intigs.//lacessor.lacounty.gov, in the Assessor acrost 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 exporting documents, please visit https://lacessor.lacounty.gov/homecomersichange-mailing-address for a list of required supporting documents, please visit https://lacessor.lacounty.gov/homecomersichange-mailing-address REAL PROPERTY (Sinola Family Residential/Apartments/Offica/All Commercial Processing) (PLEASE LIST PARCELS AFFECTED BY THIS CHAMOE) ASSESSOR'S ID NUMBER (Ally) PROPERTY ADDRESS (Bitter Address, City, State, Postal Code) AN IOXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Change of Mailing Address M F 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 and 13/374.344, email Address Change (assessociacounty.gov., or visit our website at https://lessesori.accounty.gov. 31/3444, email former 1.88.807.2111. Only requests received from the owner whose name appears in the Assessor's records the accepted for processing. MEPORTANT 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 documentations, pleases with they governownementation. REAL PROPERTY ISINGLE Family Residential/Asartmenta/Office/All Commarcial Proceedings (PLEASE UST PARCELS AFFECTED BY THIS CHANCE) AN DOXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		Attach	PIN	0
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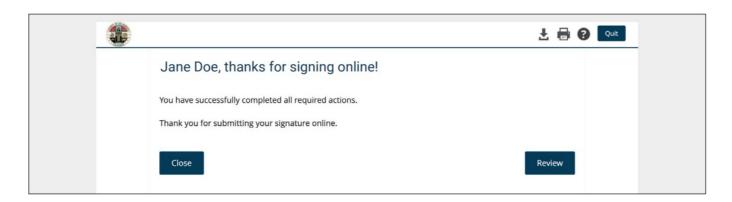
STAGE 3: SIGN

CHANGE OF MAILING ADDRESS (ASSR-451E)

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



3d. A confirmation of your successful completion.



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.



STAGE 3: SIGN

CHANGE OF MAILING ADDRESS (ASSR-451E)

3f. Save your confirmation email for reference.

THANK YOU

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

FORM: ASSR-451 Change of Mailing Address

SUBMISSION NUMBER: XXXXXXXXXXXXXXXXX

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 <u>visit our website</u> or <u>contact us</u>.

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



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



<u>CHANGE 451E E-File Instructions Change Mailing Address</u> [pdf] User Manual 451E E-File Instructions Change Mailing Address, 451E, E-File Instructions Change Mailing Address, Address, Address

References

- <u>assessor.lacounty.gov/news-information/enotification</u>
- User Manual

Manuals+, Privacy Policy

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