

AUTHORIZATION TO CORRECT MAILING ADDRESS  
FOR REAL ESTATE TAX BILLS AND CORRESPONDENCE

I, \_\_\_\_\_, the legal and record owner of  
\_\_\_\_\_. Intending to be legally bound, do

hereby authorize the Luzerne County Tax Office to correct all real estate tax bills and correspondence to the following designated and authorized person and address:

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

I understand that all of my tax bills for the above-referenced property and all correspondence will be sent in care of my authorized designee. This authorization will remain in effect until rescinded in writing by future authorization. I release Luzerne County, its agents, representatives, and/or employees from any and all liability related to such communications.

**IMPORTANT NOTE**

**\*\*This request MUST be notarized if you are mailing it in to the Assessor's Office.**

Timely payment of your real estate tax obligations is very important. Failure to do so will result in interest and/or penalties and other costs to be charged to you as the owner. Notwithstanding your signature on this authorization, you, as the owner of the above referenced property, remain legally responsible for the payment of all real estate taxes. No tax bills or correspondence will be forwarded to a lender and/or escrow company.

SIGNATURES OF ALL PROPERTY OWNERS STATED IN DEED:

NAME \_\_\_\_\_

TYPE OF ID PROVIDED:

ID# \_\_\_\_\_  
EMPLOYEE INITIALS \_\_\_\_\_

FOR NOTARY USE:

Sworn and Subscribed before me on

\_\_\_\_\_, 20\_\_\_\_

PROPERTY IDENTIFICATION #

MAP \_\_\_\_\_ BLK \_\_\_\_\_ LOT \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

MUNICIPALITY \_\_\_\_\_

Submit to: *BOARD OF TAX ASSESSMENT APPEALS*  
*LUZERNE COUNTY COURTHOUSE*  
*200 N. RIVER STREET WILKES-BARRE, PA 18711*

Revised 2/13/2013