

TOWN of LONGMEADOW MASSACHUSETTS 01106



BOARD OF ASSESSORS
20 Williams Street
Longmeadow, MA 01106
Telephone 413-565-4115

BOARD MEMBERS
Lawrence Rubin, Chair
Carolyn Reed, MAA
Michael Zeller

ASSISTANT ASSESSOR
Jessica Guerra
ASSESSOR'S OFFICE ASSISTANT
Alice Chenault

Change of Name or Address Requests:

Real and Personal Property Tax Bills

- Owner of Record
 - Bills are mailed to the **person who owns the property on January 1** prior to the start of the fiscal year. For example: Fiscal year 2020 begins July 1, 2019 – and the bill is sent out in the name of the person who owned the property on January 1, 2019. A duplicate bill may be mailed to the “subsequent” owner at the Tax Collector’s discretion.
- Change of Address
 - Temporary and short term address changes (one month in Florida for example) should be handled through the US Postal Service.
 - “Permanent” or anticipated long term changes in mailing address can be made through the Assessors’ Office using the Change of Mailing Address form available in the office or online at www.longmeadow.org. Whether or not they are sent to the owner of record or “care of” another person, they will still have the owner of record’s name on the bill.
- Mailing Bills “IN CARE OF”
 - All bills must have the “Owner of Record” listed on the tax bill regardless of where it is sent e.g. Mary Smith, C/O John Doe, 124 Main Street, City, State Zip

▪ **Motor Vehicle Excise Bills**

- All changes are processed through the Registry of Motor Vehicles.

Utility Bills (Water & Sewer)

- The Department of Public Works has their own form. Please contact them at 413-567-3400 or check online at www.longmeadow.org.

▪ **Other:**

Property ownership in the Assessors’ Office is predicated on receiving **recorded** documents from the Hampden County Registry of Deeds, Probate Court, etc. In order to change a name from single to married or vice versa on a parcel of real property, we would need to see a deed from the Registry. A recorded marriage license would allow us to send out a bill in the former name with an “a.k.a.” (also known as) or other qualifying piece of information. For Example: Jones, Mary A., a.k.a. Smith, Mary A. If you have any questions, please feel free to call. For legal advice, please consult your attorney.