



OAKCREEK
— WISCONSIN —

NEW OWNER AND/OR CHANGE OF MAILING ADDRESS REQUEST FORM

NOTE: YOU MUST BE THE OWNER TO COMPLETE THIS FORM

(If you are a Registered Agent or have Power of Attorney authorization, please attach the appropriate legal document.)

FAX, MAIL OR BRING COMPLETED FORM TO:

City of Oak Creek, Assessor's Office, 8040 S 6TH ST,
Oak Creek, WI 53154 - PH 414-766-7069 - FAX 414-766-7976

DATE OF REQUEST:

CHECK THE APPLICABLE BOXES AND COMPLETE THE APPROPRIATE SECTIONS BELOW:

- New Owner
(Please complete Sections 1, 2, & 3)
- New Mailing Address
(Please complete Sections 1, 2, & 4)
- Personal Property Business Name or Status Change
(Please complete Sections 1 through 5)

SECTION #1: CHANGE REQUESTED BY:

(Please attach the appropriate Agent Authorization form or POA documents, if applicable.)

(Print Full Name)

(Signature)

(Telephone Number)

SECTION #2: THE NEW CHANGES APPLY TO THE FOLLOWING REAL ESTATE PARCEL AND/OR PERSONAL PROPERTY ACCOUNT:

PARCEL #: _____

OR

ACCOUNT #: _____

PROPERTY ADDRESS: _____

SECTION #3: NEW OWNER INFORMATION:

NEW OWNER AS OF:

(Date)

SECTION #3: (continued.....)

FIRST NAME:

LAST NAME:

ADDITIONAL OWNERS (If Applicable):

FIRST NAME: _____ LAST NAME: _____

FIRST NAME: _____ LAST NAME: _____

SECTION #4: CHANGE MAILING ADDRESS TO:

(Street Address)

(C/O If Applicable)

(City) (State) (Zip Code)

SECTION #5: PERSONAL PROPERTY BUSINESS NAME OR STATUS CHANGE:

Change Effective As Of: _____
(Date)

For the following changes, please complete the middle section of the Statement of Personal Property form (PA-003) then sign and submit the form to the Assessor's Office:

Type of Change:

- Name Change - FROM: _____
TO: _____
- Business Closed Business Sold
- Business Moved to: _____

For Assessor's Office Staff to Complete:

Form Checked: Completed and Legible
If Applicable:

Entered on Log - Go to: T:\Shared 1\Tax Bill - ANNUAL ITEMS

Ownership Verified by Assessor's Office via Laredo

Copy form to: PP Business Name Change Folder

SCANNED Form to the Shared Directory

Mailing Address/New Owner Changed by the Assessor's Office:

GCS ___ By ___ / Unvers ___ By ___ / PP Program ___ By ___



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CHANGE OF OWNERSHIP

The ownership information shown on the tax bill is the most current recorded deed information available from the Milwaukee County Register of Deeds Office at the time the tax roll was completed for the year. Any new ownership information received by the Assessor's Office after the tax roll has been transferred to the Treasurer's Office will be entered into the subsequent year's tax roll. No changes will be made to the tax roll by the Treasurer's Office.

Please note: The Assessor's Office is unable to change ownership until a recorded document is received from the Milwaukee County Register of Deeds Office. However, you may alert the Assessor's Office of any ownership changes by completing this form AND RETURNING THE FORM TO:

City of Oak Creek
Attention: Assessor's Office
8040 S 6TH ST
Oak Creek, WI 53154

You may find the form on the website at www.oakcreekwi.org.

Go to: [Departments](#)
Click on: [Assessor's Office](#)

Please feel free to contact the Assessor's Office directly at (414) 766-7069, if you have additional questions.

YOUR RESPONSIBILITY TO OBTAIN TAX BILL

If you are the current owner of property in the City of Oak Creek and did not receive a tax bill, it is your responsibility to find out the amount of property tax due and when the tax bill needs to be paid. You may find this information online at www.oakcreekwi.org.

Go to: [Departments](#)
Click on: [Treasurer's Office](#)

You may contact the Treasurer's Office directly at (414) 766-7069.

Per WI State Statute 74.09(6):

(6) Effect of failure to receive. Failure to receive a property tax bill does not affect the validity of the general property taxes, special taxes, special charges and special assessments levied or the collection of delinquent general property taxes, special taxes, special charges and special assessments.