



# Real Central Appraisal District

PO Box 158 Leakey, Texas 78873

Phone: (830) 232-6248 Fax: (830) 232-4168

## CHANGE OF ADDRESS OR REQUEST TO CORRECT NAME ON A REAL PROPERTY ACCOUNT

To change your mailing address, the Property Tax Code requires the request to be made by the property owner and in writing, along with a copy of photo ID's for ALL property owners. You may deliver your request in person to our office located at 763 South Hwy 83, Leakey, TX 78873 or mail to P.O. Box 158, Leakey, TX 78873 or email request to [info@realcad.org](mailto:info@realcad.org). When submitting a form by email, it must be legible and is preferred as a .pdf file along with a copy of photo ID's for ALL property owners. *Photo imagery of the form is NOT acceptable.*

### Property Owner is any the following below:

A Power of Attorney cannot change a mailing address

Legal property owner

Manager

Trustee

Executor of a Will *\*Provide letter of testamentary\**

A property owner can have someone act on their behalf by completing and submitting an [Appointment of Agent Form](#).

Ownership held in the name of a business requires legal documents stating the position and authority of the person making the request.

### Type of Request:

**\*If ownership change/correction is requested, please include a copy of the recorded document (Deed, Will, Divorce Decree, etc.). Without proper documentation, ownership will be listed under the most recent recorded document on file.\***

\_\_\_\_\_ Correct Existing Owners Name or New owner\*

\_\_\_\_\_ Change of Mailing Address or Property Situs Address

### Please list ALL Property Identification Numbers (PID's)

**This form is for property located in Real County, if you property overlaps surrounding counties you must contact those CAD's as well.**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### Ownership & New Mailing Information

Owner's Name: \_\_\_\_\_

Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Old Mailing Address \_\_\_\_\_ City State ZIP \_\_\_\_\_

New Mailing Address \_\_\_\_\_ City State ZIP \_\_\_\_\_

Current Property Physical/Situs Address:

\_\_\_\_\_

New Property Physical/Situs Address: *Must provide Middle Rio Grande 911 Address Verification Letter*

\_\_\_\_\_

**Any person who makes a false statement could be found guilty of a Class A Misdemeanor or a State Felony under Texas Penal Code Sec. 37.10**

I am the owner of the property or documented agent on behalf of the owner, as described above and request the Real Central Appraisal District to correct the information as listed above.

Signature \_\_\_\_\_

Date \_\_\_\_\_