



## **ASSESSMENT DEPARTMENT**

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JACKSON COUNTY COURTHOUSE  
415 East 12<sup>th</sup> Street  
Kansas City, Missouri 64106  
[www.JacksonGov.org](http://www.JacksonGov.org)

### **NAME CHANGE**

In order to change or remove name(s) from the tax roll:

#### **Change of owner or Addition of owner by deed**

- Please send a copy of the recorded real estate documents that convey title ownership from one property owner to another, i.e. Warranty Deed, Quit Claim Deed, Divorce Decree, Probate Final Settlement, etc.
- Include parcel number(s) for property in question.
- These documents will be forwarded to our conveyance unit for verification and/or updating of the tax roll.

#### **To remove the deceased owner(s) name from tax roll**

- Please send copy of Death Certificate.
- This will not change the title or deed.
- Include parcel number(s) for property in question.

#### **Beneficiary deeds**

To activate the beneficiary deed please send a copy of the death certificate.

#### **To add your married name to the tax roll**

- Please send copy of Marriage License.
- This will not change the title or the deed.
- Include parcel number(s) for property in question.
- Your married name will be added in parentheses ( ) along with your last name of how you took title to the property in question, i.e. Jones Mary (Smith).

#### **SEND TO:**

**JACKSON COUNTY ASSESSMENT DEPT  
ADDRESS CHANGE SERVICE  
415 E. 12TH ST., SUITE 100M  
KANSAS CITY, MO 64106-2752  
FAX 816-881-1403**