

**GUADALUPE APPRAISAL DISTRICT  
MAILING ADDRESS CHANGE REQUEST**

**Seguin Office (Main)**

3000 N. Austin Street  
Seguin, TX 78155  
830.372.2871 or 830.303.3313  
FAX: 830.372.2874  
Email Address: [gadprotest@guadalupead.org](mailto:gadprotest@guadalupead.org)

**Schertz Substation**

1101 Elbel Rd. Suite 1  
Schertz, TX 78154  
210.945.9708 EXT. 202  
FAX: 877.254.0888

**PLEASE LIST ALL ACCOUNTS YOU WOULD LIKE CHANGED**

GEO ID# (s): \_\_\_\_\_

PID # (s): \_\_\_\_\_

Legal Description (s): \_\_\_\_\_

Property Owner's Name: *(PLEASE PRINT)* \_\_\_\_\_

**New Mailing Address:** \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ (Cell #) \_\_\_\_\_

E-Mail Address *(optional)*: \_\_\_\_\_

Property Physical Address: \_\_\_\_\_

Previous Mailing Address: \_\_\_\_\_

*Due to this address change request, if the above referenced property is your Residential Homestead, please complete the following:*

Is the above referenced property still your primary residence?  YES  NO

***If yes, please complete an updated Homestead application, and attach. Please be advised if you are completing this at an office other than the Guadalupe Appraisal District to update the mailing address only, and answer Yes to the question above concerning your primary residence and an updated homestead application is not attached, you will receive via US mail a request to complete an updated Homestead application. Failure to submit the updated homestead exemption application with the Guadalupe Appraisal District may result in loss of exemptions.***

***If no, please fill in the date this property ceased being your primary residence \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Month/Day/Year) & complete a Request of Cancellation of Exemptions form.***

*The above information will be used for determining continued qualification for the residential homestead exemption for property tax purposes.*

*Any person who knowingly makes a false statement on this request shall be subject to the penalties of a Class A misdemeanor or a felony of the third degree as set forth in Section 37.10 of the Texas Penal Code. I solemnly swear or affirm that the above information is true and correct to the best of my knowledge and officially request these changes to be made.*

\_\_\_\_\_  
Signature of Property Owner/Agent

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Received by: G.A.D. Staff Name

\_\_\_\_\_  
Printed Name of Property Owner/Agent