

GARFIELD COUNTY, UTAH

RESOLUTION NO. 2023-8

MAILING ADDRESS CHANGES

A RESOLUTION ESTABLISHING A POLICY FOR MAILING ADDRESS CHANGES ASSOCIATED WITH REAL PROPERTY RECORDS AND TAX NOTICES MAINTAINED AND RELIED UPON BY GARFIELD COUNTY OFFICES.

WHEREAS, the Garfield County Recorder's Office serves as the repository for records relating to the ownership, transfer, and encumbrance of real property and maintains a database of current ownership information, including names and mailing addresses;

WHEREAS, the Garfield County Assessor's Office relies on real property descriptions, ownership records, and other information maintained by the Garfield County Recorder's Office to value individual parcels of real property for purposes of property tax assessment;

WHEREAS, the Garfield County Clerk/Auditor's Office relies on ownership information maintained by the Garfield County Recorder's Office to transmit Notices of Valuation to record owners of real property and to process tax changes, appeals, and abatement requests;

WHEREAS, the Garfield County Treasurer's Office relies on ownership information maintained by the Garfield County Recorder's Office to transmit property tax notices to individual parcel owners in an effort to collect and receive property taxes, the primary source of revenue for Garfield County;

WHEREAS, Garfield County has not heretofore had a policy regulating the process for requesting mailing address changes associated with an individual parcel of real property; and

WHEREAS, the Garfield County Commission has determined that a general policy should be adopted establishing a process for requesting any changes made to mailing addresses associated with real property records and tax notices within Garfield County, State of Utah.

NOW THEREFORE, be it resolved by the Board of County Commissioners of Garfield County, State of Utah:

Request by Record Owner.

A mailing address change or the addition of a "care of" designee associated with a parcel of real property located in Garfield County, State of Utah may be requested by a record owner of the parcel by submitting a request via postal mail, email, or in person to the Garfield County Recorder's Office.

Request by Duly Qualified Representative.

A mailing address change or the addition of a “care of” designee associated with a parcel of real property located in Garfield County, Utah may be requested by a duly qualified agent (power of attorney), guardian, conservator, personal representative, or successor trustee of an owner of the parcel by submitting a request via postal mail, email, or in person to the Garfield County Recorder’s Office, along with valid proof of qualification and appointment.

Request by Officer of Entity/Corporate Owner.

A mailing address change or the addition of a “care of” designee associated with a parcel of real property located in Garfield County, Utah may be requested by a partner, member, or officer of an entity or corporate owner of the parcel by submitting a request via postal mail, email, or in person to the Garfield County Recorder’s Office, along with valid proof of authority to act on behalf of the entity or corporation.

Request by Others.

A mailing address change or the addition of a “care of” designee associated with a parcel of real property located In Garfield County, Utah may be requested by any person not enumerated in the foregoing paragraphs by submitting a request via postal mail, email, or in person to the Garfield County Recorder’s Office, along with a statement certifying that the person is authorized by the record owner of the parcel or by the agent, guardian, conservator, personal representative trustee, partner, member, or officer of the record owner of the parcel.

The certification shall include an acknowledgment that any false statements or deliberate misinformation in the request will constitute a criminal offense. Upon receipt of a change request the Garfield County Recorder shall promptly notify the record owner of the parcel of the change request by mailing notice to the record owner at the mailing address on record. The notice shall indicate that the record owner must approve or object the requested change within 30 days from the date of the notice. If no response or an objection is received from the record owner of the parcel within 30 days, the requested change will be denied by the Recorder’s Office.

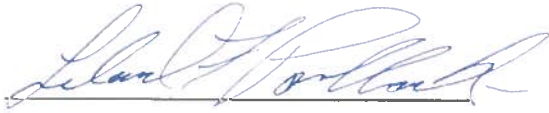
Telephone Requests.

Telephone requests to change a mailing address associated with a parcel of real property will not be accepted.

Form of Requests.

Hard copy and electronic request forms shall be developed through the cooperative efforts of the Garfield County Recorder, the Garfield County Assessor, and the Garfield County Treasurer, along with the web site administrator. Request forms shall include all of the information necessary to effect the requested changes and to ascertain the authority of the person requesting the change. The request form shall include the certification language referenced above and an acknowledgement that a false statement or deliberate misinformation in a change request will constitute a criminal offense and be investigated and prosecuted accordingly.

Passed and adopted by the Board of County Commissioners of Garfield County, Utah, this 26th day of June, 2023.

A handwritten signature in blue ink, appearing to read "Leland F. Pollock", written over a horizontal line.

Garfield County Commission, Chair
Leland F. Pollock

ATTEST:

A handwritten signature in blue ink, appearing to read "Camille A. Moore", written over a horizontal line.

Garfield County Auditor/Clerk
Camille A. Moore

County Seal:

