

**TORRANCE COUNTY ASSESSOR  
PO BOX 258  
ESTANCIA, NM 87016  
(505) 544-4300  
(505) 384-4362 FAX  
www.torrancecountynm.org**

Please verify that your mailing address on your deed is correct. If not, please fill out the form on the back side of this notice and return it to the Torrance County Assessor's Office by one of the following methods:

Email: [bcabber@tcnm.us](mailto:bcabber@tcnm.us) or [jlucero@tcnm.us](mailto:jlucero@tcnm.us)

Fax: (505) 384-4362

Mail: PO Box 258 Estancia, NM 87016

If your mailing address is correct, you should expect to receive a notice of value each April and a tax bill each November. Please keep in mind that the Torrance County Assessor only updates ownership once a year each January. Therefore, the notice of value and the tax bill that are issued during the year you record your deed may be sent to the previous owner.

If you don't receive your notice of value, please contact the County Assessor's office at (505) 544-4300. If you don't receive your tax bill, please contact the Torrance County Treasurer's office at (505) 544-4800. First half of property taxes are required to be paid by December 10<sup>th</sup> of each year. The Second half of property taxes are required to be paid by May 10<sup>th</sup> of each year. Penalty and interest are applied to all delinquent taxes, so it is important that you request a copy of your tax bill if you don't receive it in the mail.

Also, if you will be living in Torrance County most locations do not have mail service to a physical address and you would have to get a post office box. So you would need to notify the Assessor's office of your most current mailing address at any time of such a change.

Thank you for verifying your mailing address as it helps our county offices complete our job more efficiently.



Torrance County Assessor's Office  
(505) 544-4300

[www.torrancecountynm.org](http://www.torrancecountynm.org)

**Change of Address Request Form**

UPC # or OWNER ID #: \_\_\_\_\_

Mobile Home ID #: \_\_\_\_\_

Assessed Owner: \_\_\_\_\_

c/o: \_\_\_\_\_

**Mailing Address Changed to:**

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**Reason for request:** \_\_\_\_\_

**Physical Address of Property:** \_\_\_\_\_

Person making request (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

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

**Mail to: Torrance County Assessor  
PO Box 258  
Estancia, NM 87016**

**Fax to: (505) 384-4362**

**\*\*\*DO NOT WRITE BELOW - ASSESSOR'S OFFICE ONLY\*\*\***

- Date entered
- Reason for request
- Signature of requestor
- Change made in Realware
- Assessor staff signature: \_\_\_\_\_

- Copy for EVSWA
- Scan document/Realware