



Department of Assessment

Office: (541) 766-6855

Fax: (541) 766-6398

PO BOX 3020

Corvallis, OR 97339

co.benton.or.us/assessment

REQUEST FOR CHANGE OF OWNERSHIP BY WAY OF AN UN-RECORDED DOCUMENT
\$50.00 Application Fee

Map & Tax Lot No. _____

Account #(s) _____

Owner(s) on OUR Records:

It is Requested that the ABOVE DESCRIBED PROPERTY be listed in the following Name(s):

BY VIRTUE OF THE FOLLOWING:

- Death of spouse or individual owning by “right of survivorship”, “husband & wife”, “tenants by the entirety”, etc.
- OR**
- Death of life estate holder (**Either situation requires a copy of a Death Certificate)
Date of death: _____ County: _____
- Probate Court Order of Final Distribution Probate No: _____
(please provide copy of probate pertaining to property distribution)
- Property conveyed by Court Order in Divorce or Civil Action
Divorce Decree No. _____ Circuit Court Case No. _____
(Please provide copy of decree or property settlement agreement pertaining to property distribution)
- Legal name change Circuit Court Case No. _____
(Requires copy of Circuit Court Case document)
- Change to/from married name (Requires copy of Marriage cert or Divorce decree)
- Change of Trustee on Trust (Requires copy of changed Trustee portion of Trust)
- Other _____

Requested by: _____
(print name) (signature)

Mailing Address: _____ Phone _____

****Name Changes:**

TAXPAYER ALSO UNDERSTANDS THAT ANY UNRECORDED DOCUMENTS (not recorded at the county clerk’s office) SUBMITTED HEREWITH ARE BEING PROCESSED FOR ASSESSMENT RECORDS ONLY AND MAY BE SUBJECT TO FURTHER REQUIREMENTS BY OTHER OFFICES TO BE RECORDED ON THE PUBLIC RECORD FOR CONSTRUCTIVE NOTICE TO THIRD PARTIES IN FUTURE TRANSACTIONS.

Initials: _____ Date: _____