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## How to maintain accurate records with the Nevada County Assessor's Office

The Nevada County Assessor's Office is committed to maintaining accurate and up-to-date property assessments and tax records. Assessor Rolf Kleinhans wants you to know that when a move has occurred, property has been transferred, or business information has changed, the Assessor's Office must be notified directly. The following information explains what is needed to keep property records current and to ensure that future tax bills and correspondence are properly delivered.

### Address Changes

- **Purchasing Property:** When purchasing property, verify that the mailing address listed on the Preliminary Change of Ownership Report is accurate.
- **Deceased Property Owners:** When a property owner passes away, the Assessor's Office must be notified within 150 days, per Section 480 of the Revenue and Taxation Code. Providing the mailing address for the individual or organization responsible for the property ensures future tax bills and legal correspondence are sent to the correct party.
- **USPS vs. County Updates:** A change of address filed with the U.S. Postal Service does not update county records. A separate [Change of Mailing Address form](#) must be submitted directly to the Assessor's Office, either by completing the official form or using the online portal and must be signed by an individual on the property's title or by an authorized agent.
- **Coverage for All Property Types:** Mailing addresses must be kept current for all APNs (Assessor's Parcel Numbers), businesses, boats, plane hangars, aircraft, and possessory interest assessments.

### Marine, Aircraft, and Business Property Updates

- **Boats:** Owners must notify the Assessor's Office and the DMV of the following changes:
  - **Primary location changes:** When a boat is moved within the county, out of the county, or out of state.
  - **Sale of the boat:** While an assessment can be closed if a Release of Liability is filed with the DMV, the Assessor's Office is not automatically notified, particularly if the boat is sold out of state.
  - **Other changes:** Any damage, destruction, or theft should be reported promptly.
- **Aircraft:** The Assessor's Office and the Federal Aviation Administration (FAA) must be notified of any aircraft changes.  
*\*For both boats and aircraft, the [Aircraft and Boat Affidavit](#) must be completed to report changes.*
- **Businesses:** Although some business changes may be automatically recorded, the Assessor's Office must be notified to update assessments accurately. Notification is required if:
  - A business closes.
  - A business moves, whether within the county, out of the county, or out of state.
  - A business is sold or ownership is transferred.
  - Unreported changes may result in tax bills being generated in the previous owner's name. To report business changes, a [Statement of Change Form](#) may be submitted through the Assessor's Office website.



NEVADA COUNTY  
ASSESSOR'S OFFICE



**ROLF D. KLEINHANS**  
**ASSESSOR**

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### **The one-time update**

Once a mailing address has been updated with the Assessor's Office, the change will be applied across all County of Nevada departments. A single update ensures that property tax bills and other county correspondence are sent to the correct address.

### **How to update information**

- **Online:** Submit forms and updates directly through the Assessor's online portal: [nevadacountyca.gov/Assessor](http://nevadacountyca.gov/Assessor).
- **By Phone:** For questions or assistance, please call 530-265-1232.
- **By Email:** Send an email to [assessor@nevadacountyca.gov](mailto:assessor@nevadacountyca.gov) for help or additional information.

The Nevada County Assessor's Office strives to maintain precise and up-to-date property assessments. For additional information, visit: [nevadacountyca.gov/Assessor](http://nevadacountyca.gov/Assessor).