



Eddie Cook
Maricopa County Assessor

REQUEST FOR RESIDENTIAL LEGAL CLASS CHANGE

Parcel or Account Number _____ Owner(s) _____

Property Address _____

Mailing Address _____

To update the Assessor Records with the above mailing address, please check here.

Phone _____ Email _____

Please check the applicable classification (Check one):

- Primary Residence (3.1):** Owner's one and only main residence, no matter how many homes are owned within or outside the State of Arizona. You can have only one primary residence per Arizona Revised Statute A.R.S. § 42-12053 (A). Proof of residency required.
- Primary Residence of Qualified Family Member (3.2):** Owner's family member's one and only main residence per Arizona Revised Statute A.R.S. § 42-12053 (B). Proof of residency required.
- Primary Residence Rented/Leased (3.3):** Owner's one and only main residence, who also uses the property to lease or rent to lodgers. Proof of residency required.

Copy of ONE of the following three proof of primary residency supporting documents:

- Driver's License - must show occupant's name **and** the property address.
- Voter Registration Card - must show occupant's name **and** the property address.
- Portion of your last Federal or State Tax Return - please do not send entire form, only name and address section. If providing tax return, you must provide a **secondary form** of documentation such as a Motor Vehicle Registration **OR** utility bill - must show occupant's name **and** the property address.

Non-Primary Residence (4.1): Used for residential purposes that does not qualify for primary residence and is not used solely as a residential rental.

Residential Rental or Leased Property (4.2): Used for residential purposes that does not qualify for primary residence and is solely used as a *residential rental.

OTHER: _____

I affirm, under penalty of perjury, that the information I have provided is a true and correct statement of the facts pertaining to the use of the above property.

Print Owner(s) Name _____

Signature _____ Date _____

***SUBMITTING THIS FORM WILL NOT REGISTER YOUR PARCEL AS A RESIDENTIAL RENTAL PROPERTY**

NOTE: Pursuant to A.R.S. § 33-1902, rental properties are required to be registered with the Assessor. To register your parcel as a residential rental property in Maricopa County, complete the Residential Rental application online through our customer portal at www.mcassessor.maricopa.gov

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Return completed form to our office (available options):

Email: OEinbox@Maricopa.gov

Mail:

Maricopa County Assessor
301 W Jefferson St. Phoenix, AZ 85003

Fax: 602.506.7620

In Person: Visit any one of our Assessor's Offices listed below:

<p>Maricopa County Assessor's Downtown Phoenix Office 301 W Jefferson St. 2nd Floor Monday thru Friday 8am - 5pm 602.506.3406 Walk-ins welcome</p>	<p>P.O.R.A (Sun City West) Office 13815 W Camino Del Sol 623.584.4288 By Appointment Only</p>	<p>Sun City CAN Office 10195 W Coggins Dr. 602.506.5044 By Appointment Only</p>
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Please call for alternative solutions for filing if there are additional hardships.

A.R.S. § 42-12053. [Criteria for distinguishing primary residential property, secondary residential property and rental property](#)

A. For the purpose of classifying residential property under sections 42-12003, 42-12004, and 42-12052, a parcel is not considered a secondary property or rental property if the property is occupied by a member of the owner's family, who must be:

1. The owner's natural or adopted child or a descendant of the owner's child.
2. The owner's parent or an ancestor of the owner's parent.
3. The owner's stepchild or stepparent.
4. The owner's child-in-law or parent-in-law.
5. The owner's natural or adopted sibling.

B. For the purpose of classifying owner-occupied residential property under sections 42-12003, 42-12004, and 42-12052, the department shall adopt standard criteria for use in determining whether the property is considered to be the owner's or relative's primary residence, including:

1. The period of occupancy each year.
2. The owner's registered voting precinct.
3. The owner's driver license address.
4. The registration address of the owner's motor vehicles.
5. Other appropriate indicators of primary residency.