

SANDOVAL COUNTY ASSESSOR



Rudy Casaus  
SANDOVAL COUNTY ASSESSOR  
P.O. BOX 40  
BERNALILLO, NEW MEXICO 87004

(505) 867-7562

(505) 867-7596

Owner Number: \_\_\_\_\_

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

Dear \_\_\_\_\_

- The above mentioned property will remain listed in the previous owner's name, until the Assessor's Office receives a xerox copy of the recorded deed or real estate contract showing the transfer ownership.
- In order to add and/or change the name of a person(s) or to change ownership you should create a new deed and have your signature notarized in your county. The deed must be recorded at the SANDOVAL COUNTY Clerk's OFFICE, PO Box 40, Bernalillo, NM 87004. The clerk's recording fees are \$9.00 for the first page and \$2.00 for each additional page. A xerox copy of the recorded deed must be sent to the Assessor's Office, at the same address. A current mailing address for grantee must appear on the recorded deed.  
(Deed forms are available at any office supply store.)
- If divorced, the decree should specifically state the property description; otherwise, a xerox copy of the recorded quitclaim deed or warranty deed must be submitted to the Assessor's Office to change ownership.
- The increase in value is caused by a re-appraisal. The Assessor' Office is mandated to conduct re-appraisals in order to value properties at their current & correct market values.
- The Notice of Valuation(s) you received, from the Assessor' Office, is for your personal file. You have thirty (30) days after the mailing of the notice(s) to file a protest of valuation. **IT IS NOT A TAX BILL.**
- Contact the Sandoval County Probate Judge at (505) 867-7647, PO Box 40, Bernalillo, NM 87004.
- If the legal description shown on the deed for your property is in error. Please contact your title company (if applicable) for correction and follow the above recording instructions.
- If the grantor or grantee shown on the deed for your property is in error. Please contact your title company (if applicable) or legal advisor for correction and follow the above recording instructions.
- The death certificate must be recorded at the Sandoval County Clerk's Office, PO Box 40, Bernalillo, NM 87004, fee \$9.00. After it is returned to you, please make a copy and send it to our office to delete the name of \_\_\_\_\_ from our records.
- The Assessor's Office cannot locate your property because of missing information.