

**JUDD W. SIMMONS, ASSESSOR**  
**DAVID "BEAU" BOISVERT, CHIEF DEPUTY**

1015 FAIR STREET, PRESCOTT, AZ 86305 PHONE 928.771.3220 – FAX 928.771.3181  
10 S. 6<sup>TH</sup> STREET, COTTONWOOD, AZ 86326 PHONE 928.639.8121 – FAX 928.639.8104



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1. The names of the individuals holding title on each parcel must match exactly.
2. The deeded types of ownership on the titles must be the same. Example: the owners hold all parcels in joint tenancy, community property, or any other type of estate or interest. If being held as tenants in common, all owners must sign. If held as a trust, owners must sign as trustees of said trust.
3. The tax districts of these parcels must be the same.
4. You must have approval from the City or Town Planning & Zoning department if you live in an incorporated area. If you are in the county, Development Services will approve. The Assessor's Title Department will request approval if the parcel is not in an incorporated area.
5. If one parcel is a subdivision lot parcel and one is a metes and bounds parcel, a letter from the homeowner's association of the subdivision approving the combination is/may be required.
6. If the lots are from different subdivisions, letters from each homeowner's association approving the combination are required.
7. Parcels that have open agreements may be combined. If there is an agreement, both vendor and vendee must be exactly the same on all parcels, and a letter of approval must be submitted from the vendor. Example: Cattleman's Agreements
8. Parcels that are non-contiguous or separated by dedicated rights-of-way cannot be combined.
9. Owners must sign an agent authorization form if an agent is to act on their behalf.
10. Recently recorded transfers must have a conformed copy of the deed attached to the request. This does not apply to current existing parcels.
11. Property taxes must be paid in full prior to existing parcels being deleted from the tax roll.

**ASSESSOR'S OFFICE**

**ONLY Reference: Parcel Number**

**This combination was rejected because it did not meet the criteria above. Please refer to item # \_\_\_\_\_ .**

\_\_\_\_\_  
**Signature of Title Officer**

\_\_\_\_\_  
**Date**

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**REQUEST FORM TO COMBINE PARCELS**

I hereby request that the parcels listed below be combined into a single parcel for tax year \_\_\_\_\_.

**\*This request will not be processed unless you:**

1. Must obtain all approvals from incorporated cities and towns.
2. Must have identical ownership on the parcels to be combined.

Parcel Number(s)	Residential	Vacant	Agricultural	Commercial	Acreage
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**Will the result of this combination be used to request a permit?**     Yes     No

OWNER'S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

OWNER'S Signature \_\_\_\_\_ Date \_\_\_\_\_

PRINTED NAME (OWNER) \_\_\_\_\_ Date \_\_\_\_\_

AGENT\* \_\_\_\_\_ Date \_\_\_\_\_

\*Authorization form must be attached

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Agent Phone Number \_\_\_\_\_

**\*NOTE:**

**IF THERE IS AN ENCUMBRANCE OR DEED OF TRUST ON ANY OF THE PARCELS BEING COMBINED, IT IS YOUR RESPONSIBILITY TO NOTIFY THE LENDING INSTITUTION OF THIS CHANGE IN THE EVENT THEY ARE IMPOUNDING MONIES FOR PAYMENT OF TAXES. THIS FORM WILL NOT CHANGE ANY PREVIOUSLY RECORDED DOCUMENTS' LEGAL DESCRIPTIONS.**

By signing this request you understand the original parcel numbers will have taxes due for \_\_\_\_\_. The new parcel number assigned will not have a tax bill until the \_\_\_\_\_ tax year.

\_\_\_\_\_ Initial

APPROVALS: \_\_\_\_\_

Date

**CHECKLIST FOR ASSESSOR'S OFFICE ONLY**

<input type="checkbox"/> Names match exactly on parcels	Section _____ Township _____ Range _____
<input type="checkbox"/> Ownership type matches on parcels	Subdivision _____
<input type="checkbox"/> Tax district match on parcels _____ TAC	<input type="checkbox"/> Request form signed by owner
<input type="checkbox"/> Parcels are contiguous	<input type="checkbox"/> If agent; agent authorization form
<input type="checkbox"/> ALL Taxes must be paid in full prior to approval	
Date of approval/Initials: _____	

**CARTOGRAPHER'S USE ONLY**

New Parcel Number: \_\_\_\_\_

Locator Attached