

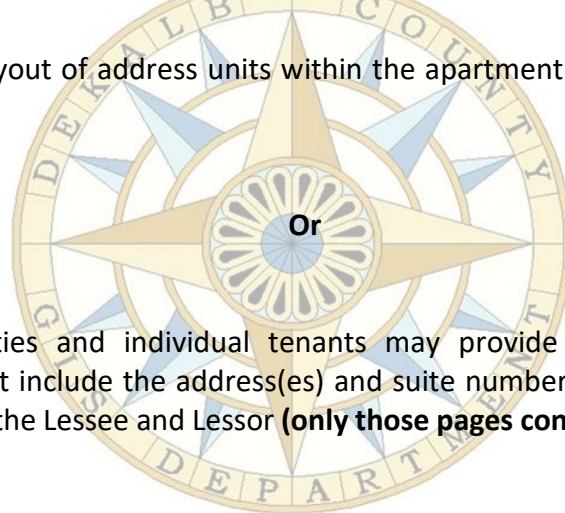
## Address Update Guidelines

(Apartments / Suites)

Revised: 1/8/2025 11:19 AM

Customers requesting address updates (suites, units, and/or apartment numbers) to the DeKalb County GIS Address Database must provide one of the following:

1. A written letter from the owner or management company requesting the update is required. The letter must be on company letterhead and include the parcel identification number (if known), listing of all addresses in the development (if numerous address entries are requested, please provide addresses on a spreadsheet), contact name, telephone number and email address.
2. Spreadsheet of addresses (template example is available by DeKalb GIS Department)
3. Site plan / layout of address units within the apartment complex or commercial development



Or

Commercial properties and individual tenants may provide a copy of their lease agreement that must include the address(es) and suite number(s) to be added and the signature page(s) of the Lessee and Lessor (**only those pages containing this information is needed**).

The GIS Department request all information be provided in digital format (Microsoft Excel), this will allow the data to be processed within 3-5 business days. Information submitted in hard copy format (fax, PDF & standard letter) will be processed in 8-10 business days. To ensure accuracy, the GIS Department request **site plan / layout of units or suites of the residential or commercial development**.

Requests should be emailed to [gis@dekalbcountyga.gov](mailto:gis@dekalbcountyga.gov) to be processed. You may also mail your request to DeKalb GIS Department 178 Sams Street, 3<sup>rd</sup> Floor, Suite A3200, Decatur, GA 30030. If you have any questions, please email [AddressingTeam@dekalbcountyga.gov](mailto:AddressingTeam@dekalbcountyga.gov)