Request for Mailing Address Change Form

This request allows mailing address changes related to correspondence from the City Clerk’s Office, Assessor’s Office. This form does not result in address changes to other City departments such as: Department of Permit and Inspections, Parks and Recreation, Burlington Electric, Dept. Public Works Water/Sewer division and others. Please submit the completed form to the Assessor’s Office at the address above and allow two weeks for processing. If you need additional space, please complete an additional form or a copy of this form.

Date of Request: ______________, 20____

Property Location(s)          Account / Parcel ID# (You can find this on the top left corner or bottom of your tax bill)
________________________________   __________________
________________________________   __________________
________________________________   __________________
________________________________   __________________

Property Owner’s Name(s): (Please print) ____________________________________________
Name used must be owner of record ____________________________________________

New Mailing Address for Above Properties: ____________________________________________
(Please print)                                                                                     
__________________________________________

Requester’s Name: (Please Print) ____________________________________________

Requester is: Owner____ Authorized Representative____ Company / Agency Official____

Requester’s Phone Number: (______) _______ - _________

Owners / Requester’s Signature: ________________________________________________________

****** For Office Use Only  ***** Date Stamp with Receipt Date
Initials - Person receiving request: __________
Initials / Date processed in AssessPro: _______/______