



OFFICE OF THE ASSESSOR

City of Burlington

City Hall, Room 17, 149 Church Street, Burlington, VT 05401

P (802) 865-7114 * www.burlingtonvt.gov/Assessor

Request for Mailing Address Change Form

This request allows mailing address changes related to correspondence from the City Clerk's Office, Assessor's Office, Code Enforcement Office and Planning & Zoning Office. This form does not result in address changes to other City departments such as; Parks and Recreation, Burlington Electric, Department of Public Works Water/Sewer division and others. Please submit the completed form to the Clerk'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)

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 request processed in Amanda: _____ / _____

Initials / Date processed in AssessPro: _____ / _____