Request for Mailing Address Change Form

This request allows mailing address changes related to general correspondence from the City Clerk’s Office, Assessor’s Office. This form does not result in address changes to other City departments and groups such as; Department of Permit and Inspections, Parks and Recreation, Burlington Electric, Dept. Public Works Water/Sewer division; specific city boards or committees 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: _______/______

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