City of Burlington
Vermont

OFFICE OF THE CLERK/TREASURER

City of Burlington

City Hall, Room 20, 149 Church Street, Burlington, VT 05401

Voice (802) 865-7000
Fax (802) 865-7014
TTY (802) 865-7142

Request for Mailing Address Change Form

This request allows the City Clerk's Office to make 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: _____/_____