



OFFICE OF THE ASSESSOR

City of Burlington _____

City Hall, 149 Church Street, Ground Flr., 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 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: _____/_____