



ASSESSING & SEWER DEPARTMENT INFORMATION CHANGE REQUEST FORM

The Town should be notified of any changes made with the ownership, address or mortgage holder information immediately. Changes will only be made with proper documentation being supplied. All property transfers made between property owners should result in a final bill being created and paid in full before the release of the original owner.

Date change SHOULD BE APPLIED: _____ on the TAX BILL SEWER BILL

PROPERTY LOCATED AT:

Tax Account #: _____ Sewer Account # _____ Map: _____ Lot: _____

Street / Apt #: _____ Physical Street Name: _____

TAX / SEWER BILLS ARE CURRENTLY BEING MAILED TO THE FOLLOWING PERSON / ADDRESS:

Property Owner: _____

Email Address: _____ Phone: _____

Billing Address: _____

Mortgage Holder: _____

The change being requested is for the following reasons: (mark all that apply)

- Real Estate Transfer as of: _____ Closing Company: _____
- Temporary Change beginning: _____ to _____
- Mail to Tenant Address below. Property Owner mailing address change
- Incorrect Address on deed. Postal Service Notification received/returned mail.

NEW INFORMATION TO BE APPLIED:

NEW Property Owner: _____

Email Address: _____ Phone: _____

NEW Billing Address: _____

NEW Mortgage Holder: _____

OFFICE USE ONLY:

Department	Date Change Made	Previous Balance on Account	Was Account paid in Full?	Clerk
Assessing / Tax				
Sewer				

Additional Notes if necessary: