



# Change of Address Form

Address Change Date: \_\_\_\_\_

Owner \_\_\_\_\_

New Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Parcel # \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Sewer # \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date Purchased if New Owner: \_\_\_\_\_

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## TAX COLLECTING OFFICE

Tax \_\_\_\_\_

Sewer \_\_\_\_\_

Dock Space \_\_\_\_\_

Initials \_\_\_\_\_ Date \_\_\_\_\_

## Town Clerks Office

Index Card \_\_\_\_\_ Grand List \_\_\_\_\_

Voter List \_\_\_\_\_

Dog License \_\_\_\_\_

Welcome Letter \_\_\_\_\_

Initials \_\_\_\_\_ Date \_\_\_\_\_

## Assessors' Office

Future Grand List: \_\_\_\_\_

Filed in Storage: \_\_\_\_\_

Initials \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note that **name changes** will **not** be made without the proper legal documentation filed with the town, for example:

Name Change due to **Marriage or Divorce** – file a Name change in the land records with marriage license or divorce decree

Name/Address change to send all mail to an alternate person if the owner has delegated this to another, should be accompanied by a POA or letter from the owner authorizing this change.

Name Change due to **owner after April 1** – this **will not** take effect until the following year as owner of record is as of April 1. If the property was sold after 4/1 of the given tax year, it will be the following year that the record will reflect the new owner. A copy of the tax bill should be provided to the new owner in this circumstance.

o Life estates, the owner of the life estate should remain owner 1, with the remaining owners being owners 2, or owner 2 as “Ms. Jane Doe et al” if there are multiple remainder owners as only 2 owners are able to show on the tax bill

o Partial interest may involve adding an owner and keeping the original owners on the bill as well, or they may replace one owner of a partial interest for another owner of a partial interest

o If a buyer purchases only a portion of a property, we may need to create a new parcel for the portion that is being sold and the original parcel number will remain active for the portion being retained by the original owner