



# TOWN OF MANCHESTER – OFFICE OF ASSESSMENT & COLLECTION

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## REQUEST FOR CHANGE OF MAILING ADDRESS

*Applies to **Real Estate** records ONLY. Change for Motor Vehicles must be made at the DMV.*

Date of Request: \_\_\_\_\_ Reason for request: \_\_\_ Move \_\_\_ Property sold

Property Location Address: \_\_\_\_\_ What is the water dept. account #: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Previous Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

New Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

What type of building\structure is it?

- Single Family Residence
- Mixed Use (Residential & Commercial)
- Multi-Family Residence (# of units? \_\_\_\_\_)
- Commercial\Industrial

Is this a rental property? \_\_\_ Yes \_\_\_ No

***\*If yes, you will need to complete and submit a "Landlord Registration Notice and Form".***

You can obtain this form from Town of Manchester/Building Inspection Division web page or in the Building Department, located in the Lincoln Center Building.

Owners Signature: \_\_\_\_\_ Print name: \_\_\_\_\_

Name of Agent\Member Signature: \_\_\_\_\_

Print name: \_\_\_\_\_