

ADDRESS CHANGE FORM



Dear Property Owner / Taxpayer:

If you are requesting a permanent change of address for property listed in your name, please fill out and return this form to the office at the address listed above. Upon receipt, your request will be processed to ensure all future mailing concerning your property are sent to the correct address. If you have any questions, please contact our office.

Consider that if you have a Principal Residence Exemption (PRE) for a property Michigan Statutes require that you not only own, but also occupy the property to retain the exemption. If you are filing a permanent change of address, it will be understood that you have moved to another location and your PRE will need to be rescinded for the following calendar year.

If you need your mail directed to another address for reasons other than a permanent move, you should contact the assessor directly to insure that the change of address is handled accordingly.

NOTE: Failure to notify the assessor of your correct address may result in correspondence concerning your property to be returned to our office as undeliverable. In Michigan it is the taxpayer's responsibility to know when the taxing periods are, and if a tax bill is not received, it is the taxpayer's responsibility to inquire and obtain a copy of their tax bill (MCL 211.44(s)).

Please provide the following information.

Owner: _____

Property (Parcel) Number (Tax ID): _____

List one parcel ID per line _____

Current mailing address on record: _____ New mailing address: _____

Property OWNER'S signature _____

Date: _____

Phone number: _____

Charter Township of Portage Assessor Laura Erhart assessor@charterportagetwp.org

Phone: (906) 482-4310 Tuesday-Friday: (906) 358-0504