

# Ontonagon County Equalization Department

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## Address Change Form

Dear Property Owner/Taxpayer:

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

**NOTE:** Failure to comply may result in correspondence concerning your property being returned to the County as undeliverable. In Michigan, it is the taxpayer's responsibility to know when property taxes are due and pay them on-time even if you do not receive a tax bill. (MCL 211.44(2)) Failure to send or receive the tax notice shall not prejudice the right to collect or enforce the payment of the tax.

### Please provide the following information:

Property number(s): \_\_\_\_\_

Owner: \_\_\_\_\_

\_\_\_ Check here if you want **all** other property numbers listed in your name changed.

\_\_\_ Check here if you are **adding** a mortgage company and are requesting all tax bills for this property be sent to them.

\_\_\_ Check here if you want to **remove** a mortgage company and are requesting all tax bills for this property be sent to you.

Current mailing address on record:

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

New mailing address:

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

Name of Mortgage Company or Taxpayer (if different than owner)

Current name and mailing address:

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

New name and mailing address:

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

Signature (required) \_\_\_\_\_ Date: \_\_\_\_\_