



CITY OF
3955 ORCHARD LAKE RD. ORCHARD LAKE, MI 48323
(248) 682-2400 fax (248) 682-1308
www.cityoforchardlake.com

REQUEST FOR CHANGE OF MAILING ADDRESS

Date: _____

PROPERTY INFORMATION: (Please print)

Parcel #: _____

Parcel Address: _____

Property Type: Residential Commercial/Industrial Personal Property

Owner name(s): _____

NEW MAILING ADDRESS: (Please print)

REQUESTOR INFORMATION: (Please print)

Name: _____

Signature: _____ Phone Number: _____

Title (select one): Owner Personal Representative Trustee
 LLC Member _____
(Name of LLC)
 Other _____

NOTE: Authorization papers must be attached if requestor is other than property owner.

COMMENTS:

Instructions for Mailing Address Changes

- Download and complete the attached Request for Change of Mailing Address form and attach authorization documents, if required.

- All requests for change of mailing address for properties in the City of Orchard Lake Village can be made in person or by mailing/faxing/emailing a request to the City. Requests should include:
 - Parcel number of property address for which the change is requested
 - Property address of parcel for which the change is requested
 - Owner name (if corporate, company or LLC, request should be on company letterhead)
 - New mailing address
 - Signature (property owner, CEO, President or the person responsible for paying the property taxes of a corporation, LLC member)
 - Title of person signing request
 - Phone number for person signing request

- All requests should be forwarded in one of the following manners:
 - **Sent to:**
City of Orchard Lake Village
3955 Orchard Lake Road
Orchard Lake, MI 48323

 - **Faxed to:**
248-682-1308

 - **Emailed to:**
admasst@cityoforchardlake.com

Authorization documents are required if:

- If you are not the property owner but are acting on behalf of a property owner, documents that show you have the property owner's permission to act on their behalf are required. Examples of authorized paperwork: contract between the property owner and the requestor, letter of authorization from property owner, power of attorney, a will naming requestor as administrator/executor, a deed showing that requestor has been added as a property owner, letters of conservatorship, etc.

If you have questions, you should contact the City of Orchard Lake Village at 248-682-2400.