Date Received: **Map _____Lot(s)_____**

Change of Name or Mailing Address Form

The Town of Swanzey maintains a single legal residence for the owner of each property.

All requests for changes of address or name must be signed by the property owner(s).

Note: If property is owned by an LLC, Trust, etc., please provide documentation that you are authorized to sign on behalf of the LLC, Trust, etc.

Change of Name ____

To change an owner's name or remove an owner you will need to provide a deed or legal document such as a marriage certificate or death certificate.

Name: _____

Street and/or PO Box: _____

Town: _____ State: _____ Zip Code: _____

_____

Property owner's signature(s) Date

Change of Mailing Address ____

Please send tax bills, legal notices, property assessment updates, newsletters and any other mail from the Town of Swanzey to the following address:

This change is for <u>all</u> owners of the property _____

This change is <u>only</u> for the owner listed below _____

Name(s): _____

Street and/or PO Box: _____

Town: _____ State: _____ Zip Code: _____

_____

Property owner's signature(s) Date

This section to be completed by Town Hall Staff:

____ Marriage Certificate

____ Death Certificate

____ LLC, Trust, etc. / Authorization to sign documents

Legal document received/verified by: _____