



**Mail or drop off to:**  
 Revenue Division, City Hall  
 500 Donald St. E., Box 800  
 Thunder Bay, ON P7E 5V3  
 (Tel) 807-625-2255  
 (Fax) 807-623-4277

# CHANGE OF ADDRESS REQUEST

**ROLL #:**

DATE OF REQUEST		<input type="checkbox"/> TAX <input type="checkbox"/> WATER <input type="checkbox"/> ACCOUNTS RECEIVABLE	
PROPERTY ADDRESS		LEGAL NAME(S) OF OWNERS OF PROPERTY	
TAX ROLL #			
MAILING ADDRESS FOR TAX BILL		POSTAL CODE	
WATER ACCOUNT #			
<p>If you have a rental property and want the bill to be mailed to the tenant include "C/O OCCUPANT" along with service address in MAILING ADDRESS FOR WATER BILL. Ensure you complete OWNER MAILING ADDRESS FOR WATER ARREARS NOTICE below so that any arrears notices are mailed to both the service address and the owner's address.</p>			
MAILING ADDRESS FOR WATER BILL		POSTAL CODE	
OWNER MAILING ADDRESS FOR WATER ARREARS NOTICE		POSTAL CODE	
ACCOUNTS RECEIVABLE ACCOUNT #			
MAILING ADDRESS FOR ACCOUNTS RECEIVABLE		POSTAL CODE	

RESIDENCE PHONE	BUSINESS PHONE	FAX NUMBER
PROPERTY OWNER SIGNATURE REQUIRED:		DATE:

Personal information on this form is collected under the authority of the Municipal Act and will be used to maintain a record of mailing addresses. Questions about this collection should be directed to the Revenue Division, City Hall, 500 Donald Street East, Thunder Bay, ON P7E 5V3, Telephone: (807) 625-2255.