



# Mailing Address Change Request Form

**Mailing Address**  
20 Third Street, PO Box 70  
Keene, ON K0L 2G0

**Phone:** 705-295-6852  
**Fax:** 705-295-6405

**Email:** [sneto@osmtownship.ca](mailto:sneto@osmtownship.ca)

Please fill out the following information and return to the municipal office.

**Date:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Roll Number:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

## New Address Information

**Street Name & No.:** \_\_\_\_\_

**Apt. No.:** \_\_\_\_\_ **P.O. Box:** \_\_\_\_\_ **City & Postal Code** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**By checking this box you provide consent to give MPAC the updated mailing address**

*By signing this form, the property owner(s) acknowledge that all future tax billings and correspondence will be mailed to the above address. It is the responsibility of the property owner(s) to ensure that the Township has the property mailing address on file. Failure to receive a bill does not excuse a taxpayer from the responsibility of payment of taxes and penalty.*

### Office use only

**Date received:** \_\_\_\_\_ **Date changed in Keystone:** \_\_\_\_\_

**Date sent to MPAC:** \_\_\_\_\_

**Changed by:** \_\_\_\_\_

Personal information on this form is collected under the authority of the *Municipal Act, 2001*. The personal information will be used for the purpose of processing tax billings. The personal information submitted will be used to provide you with information or updates on services or activities that the Township of Otonabee-South Monaghan delivers under the Municipal Act or other legislation. Questions about the collection of this personal information should be directed to the Clerk.