



3955 ORCHARD LAKE RD. ORCHARD LAKE, MI 48323  
(248) 682-2400 fax (248) 682-1308  
[www.cityoforchardlake.com](http://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:**  
asstclerk@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.**