



CORPORATION OF THE CITY OF VERNON
 3400 – 30th Street, Vernon, B.C., V1T 5E6
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 Email: dsb@vernon.ca
 www.vernon.ca

APPLICATION FOR PROPERTY ADDRESS CHANGE

DATE OF APPLICATION		CITY'S FILE NUMBER	
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APPLICANT INFORMATION			
APPLICANT	NAME:		PHONE:
	ADDRESS:		FAX:
	POSTAL CODE:	E-MAIL:	CELL:
REGISTERED OWNER	NAME:		PHONE:
	ADDRESS:		FAX:
	POSTAL CODE:	E-MAIL:	CELL:

PROPERTY INFORMATION	
CURRENT CIVIC ADDRESS	
LEGAL DESCRIPTION	
PROPOSED CIVIC ADDRESS(ES)	

REASON FOR CHANGE IN CIVIC ADDRESS	

ENSURE ALL THE FOLLOWING ARE INCLUDED (AS APPLICABLE)

APPLICATION CHECKLIST	
LOCATION PLAN OF SUBJECT AND SURROUNDING PROPERTIES (INCLUDING CIVIC ADDRESSES)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
SCHEDULE "3" (Appointment of an Agent)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
\$100.00 APPLICATION FEE	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Once your application is approved in principle, you will be sent a Notice of Address Change. Notice will also be sent to all required agencies and utilities as per City policy.

Applicant Name: _____ Applicant's Signature: _____
 (Please Print Clearly)

Comments	For Office Use
	DATE RECEIVED:
	RECEIVED BY:
	ROLL No:
	PROSPERO No.: