



# Property Tax Account Update Name/Owner Update Change Form

200 Brady St., P.O. Box 5555 Stn. A Sudbury ON P3A 4S2

**Form filling instructions:**

- This request form is used when taxpayer(s) want to modify or update information relating to mailing address.
- Provide all requested information and supporting documents, (an incomplete form may delay processing).
- This form can be emailed, faxed, mailed or delivered to the City of Greater Sudbury at:
 

City of Greater Sudbury	Email: 311@greatersudbury.ca
PO Box 5555 Stn A	Fax: 705-671-9327
Sudbury, ON P3A 4S2	Nearest Citizen Service Centre in Capreol, Chelmsford, Dowling, Garson, Hanmer, Lively or Sudbury
- For assistance, please contact 3-1-1.
- A separate form is required per property that requires an update or change.

Roll Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

Owner(s): \_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Notice of NAME CHANGE:**

From: \_\_\_\_\_ To: \_\_\_\_\_

Supporting documentation attached:

Driver's License      Marriage Certificate      Other (specify): \_\_\_\_\_

**Notice of OWNER REMOVAL / UPDATE:**

Name of Owner to be removed/updated: \_\_\_\_\_

Supporting documentation attached:

Death Certificate      Transfer Document      Other (specify): \_\_\_\_\_

**Authorization**

I/we authorize the City of Greater Sudbury to update the property tax account with the revised information provided. Furthermore, I/we acknowledge that all person(s) whose signatures are required to sign on this account have signed this application.

Signature 1: \_\_\_\_\_ Signature 2: \_\_\_\_\_

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