

**ADDRESS CHANGE REQUEST FORM
GAINES CHARTER TOWNSHIP**

8555 Kalamazoo Avenue SE
Caledonia, MI 49316
(616) 698-6640

Parcel Number:

Address Change Request Form	
Date Submitted:	
Parcel Number:	
Owner Name:	
Property Address:	
Current Mailing Address:	

IMPORTANT NOTICE REGARDING PRINCIPLE RESIDENCE (HOMESTEAD) EXEMPTION
Michigan law defines principle residence as the one place where a person has his or her true, fixed, and permanent home (as verified by driver's license and voter's registration card). Please note that the requested change(s) may affect principle residence exemption eligibility. If you have questions regarding exemption qualifications, please contact the Assessing Department.

Change(s) Requested

In Care of/New Name:	
New Mailing Address:	
Phone # <i>(required)</i>	
Email <i>(optional)</i>	
*Reason For Change: <i>(Be prepared to provide supporting documentation for requested changes)</i>	

Which of the following will be affected:	<input type="checkbox"/> Tax Bills <input type="checkbox"/> Water & Sewer Information
Owner Signature <i>(required)</i>	
Owner Signature	

***OWNERSHIP INFORMATION WILL NOT BE CHANGED WITHOUT APPROPRIATE DOCUMENTATION.**

Email Completed Form to: karen.gehrls@gainestownship.org