

## ADDRESS CHANGE REQUEST FORM GAINES CHARTER TOWNSHIP

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

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

**IMPORTANT NOTICE  
REGARDING PRINCIPLE  
RESIDENCE 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.

Parcel Number: \_\_\_\_\_

Change(s) Requested	
In Care of / New Name:	
New Mailing Address:	
*Reason For Change (please attach relevant documentation i.e., deed, death certificate, marriage license, divorce judgment, drivers license, etc. for verification):	
Which of the following will be affected (check all that apply):	<input type="checkbox"/> Taxes <input type="checkbox"/> Assessment Information <input type="checkbox"/> Water & Sewer Information
Owner Signature (required)	Date
Owner Signature (required)	Date

\*OWNERSHIP INFORMATION CAN NOT BE CHANGED WITHOUT APPROPRIATE DOCUMENTATION.

FOR INTERNAL USE ONLY
Department Review
<input type="checkbox"/> Assessor
<input type="checkbox"/> Treasurer
<input type="checkbox"/> Water & Sewer Department