



APPLICATION TO CHANGE A MUNICIPAL ADDRESS

Office Use Only

File Number A	Application Fee	Receipt Number
Date	Received By	Related Files

To process your application, the following items are required by the City of Vaughan:

- cheque for the amount of **\$1,336.00**, made payable to the "City of Vaughan"
- government issued document (e.g driver's license) as proof of identity and ownership of property

Once we confirm that you are the owner of the property and payment has been received, you will be contacted via email with a copy of the address letter and memorandum. You will have two business days to respond with any corrections, otherwise the changes will be circulated to all stakeholders.

ADDRESS TO BE CHANGED FROM: _____

ADDRESS TO BE CHANGED TO: _____

REASON FOR ADDRESS CHANGE: _____

TO BE COMPLETED BY: REGISTERED OWNER OF PROPERTY

☐Mr. ☐Ms. First Name: _____ Last Name: _____

Address: _____
Postal Code

Telephone No.: (____) _____ Email: _____

Applicant's Signature

TO BE COMPLETED BY: AGENT – REGISTERED OWNER'S REPRESENTATIVE

Relationship to the Applicant: _____

☐Mr. ☐Ms. Name: _____

Address: _____
Postal Code

Telephone No.: (____) _____ Email: _____

Applicant's Representative Signature

Authorization of Agent

(To be signed by Owner, if Agent has been appointed.)

As of the date of this application, I am the Registered Owner of the lands described in this application, and I have examined the contents of this application and hereby certify that the information submitted with the application is correct insofar as I have knowledge of these facts, and I authorize the submission of this application on my behalf of:

whom I have appointed as my Agent.

DATE_____

SIGNED _____

Please print name of Agent

Signature of Owner

Please print name