

Charter Township of Portage

ADDRESS CHANGE FORM

Dear Property Owner / Taxpayer:

If you are requesting a permanent change of address for property listed in your name, please fill out and return this form to the office at the address listed below for the assessor. Upon receipt, your request will be processed to insure all future mailing concerning your property are sent to the correct address. If you have any questions, please contact our office.

Consider that if the property has been your Principal Residence (you have a Principal Residence Exemption (PRE) on your tax bill) that Michigan Statutes require that you not only own, but also occupy the property to retain the exemption. If you are filing a permanent change of address, it will be understood that you have moved to another location and your PRE will need to be rescinded for the following calendar year.

If you need your mail directed to another address for reasons other than a permanent move, you should contact the assessor directly to be sure that the change of address is handled accordingly.

Laura Erhart, Township Assessor
assessor@charterportagetwp.org
906-482-4310
47240 Green Acres Rd
Houghton, MI 49931

NOTE: Failure to notify the assessor of your correct address may result in correspondence concerning your property to be returned to our office as undeliverable. In Michigan it is the taxpayer's responsibility to know when the taxing periods are, and if a tax bill is not received, it is the taxpayer's responsibility to inquire and obtain a copy of their tax bill (MCL 211.44(s)).

Please provide the following information.

Owner: _____

Property (Parcel) Number (Tax Id): _____

List one parcel id per line _____

Current mailing address on record:

New mailing address:

Property OWNER'S signature _____

Date: _____

When completed, return this form to the Assessor.