

Town of New Berlin
30 North Main Street, PO Box 845
New Berlin, New York 13411

CHANGES TO ADDRESS AND/ OR NAME

Make sure to sign and date form at the bottom.

Town of: _____ Tax map no.(s): _____

Section 1 - Address Changes

NAME/Old Address: _____ New Address: _____

If request is to send the bill **"in care of"** another individual, please state complete name and address.

Section 2 - Name Changes

Name Currently listed: _____ Name Changed to: _____

Reason for change:

- Marriage _____ Marriage Certificate enclosed
Divorce _____ Divorce Decree enclosed

- 1. A marriage certificate or divorce decree must be enclosed in order to effectuate the change.**
2. This change will affect the assessment roll only. Steps must be taken to change legal title to the property.

Section 3 - Name removal due to death of owner

Names currently listed: _____ Name to be removed: _____

Death Certificate enclosed

- 1. A death certificate must be enclosed in order to effectuate the change.**
2. This change will affect the assessment roll only. Steps must be taken to change legal title to the property.

Signature _____ **Date** _____

Complete and return to: **Penny Haddad, Assessor, Town of New Berlin**
30 North Main Street, PO Box 845
New Berlin, New York 13411