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:

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

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 **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:

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 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

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