City of Mt.Pleasant Assessing Dept.

Reset Form

CHANGE FORM

Dear Property Owner:

We have reason to believe that there has been a change in property ownership or change in owner mailing address for the property identified below. Public Act 88 of 1983 makes it mandatory that the City have a signed statement from the current property owner authorizing the City to mail tax bills to the property owner or a copy to an interested party. This designation shall remain in effect until revoked in writing by the property owner.

To insure that we have the proper mailing address for the property described below for tax bills, change of assessment notices, and business personal property forms, please complete the information requested. If you have any questions, please call the City Assessor's Office at City Hall, (989) 779-5355. Thank you for your prompt attention to this important matter.

A. PARCEL IDENTIFICATION

_____ _____

Tax Bill Property Number Property Address

B. RESIDENTIAL: ☐ Owner Occupied ☐ Rental
COMMERCIAL ☐ INDUSTRIAL ☐ Are you the owner of a business with personal property at this location?
Yes ☐ No ☐

C. PROPERTY OWNERSHIP (Complete Name and Mailing Address Required)

Tax bills and assessment notices are always mailed to the property owner. Ownership and mailing address reflect the information on the file with the City Assessor as of the date bills, notices, etc. are processed.

Name:_____

Mailing Address:_____

City, State, Zip Code:_____

D. INTERESTED PARTY OTHER THAN OWNER (Complete name and Mailing Address Required)

An "escrow copy" of tax bills will be mailed to an interested party (e.g. financial institution, land contract seller or purchaser, or other designated party) if so identified below.
☐ Delete interested Party below ☐ Add Interested Party below.

Name:_____

Mailing Address:_____

City, State, Zip Code:_____

It is the responsibility of the property owner to inform the Assessor's Office in writing of changes in ownership, mailing address and/or interested party for a property in a timely manner. Such notification shall include any changes in name or mailing address of either owner or interested party.

_____ _____

Today's Date Signature of Property Owner

_____ _____

Sale Price Disclosure (if applicable) Print/Type Owner name Signed Above

RETURN TO: City Assessor, City of Mt. Pleasant, 320 W. Broadway, Mount Pleasant MI, 48858