



MANCHESTER-BY-THE-SEA

BOARD OF ASSESSORS • TOWN HALL
Manchester-by-the-Sea, Massachusetts 01944-1399
Telephone (978) 526-2010 FAX (978) 525-6433
www.manchester.ma.us

Date Received:

Reviewed By:

MAIL ADDRESS CHANGE FORM:

Current Fiscal Year Owner: _____

Property Location (Address): _____

Mailing Address: _____

Do you reside at the location of the property listed on line 2? Yes _____ No _____

Telephone # _____ Email: _____

Are you a new owner? Yes _____ No _____ If Yes, date of purchase: _____

Signature of Requestor: _____

Printed Name of Requestor: _____

(If not owner) Relation to Owner: _____

Note: If record owner is unavailable: submit power of attorney, deed, will, or court appointment

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The Town of Manchester-by-the-Sea operates under a quarterly billing system. The Fiscal Year tax bill is sent to the owner of record as of January 1. If you purchased a property after January 1, the next Fiscal Year bill will list the previous owner's name. In order to receive future bills at the appropriate address, please fill out this form.

Please note: The signature of the owner is required on the form before any changes of mailing address can be authorized. **Fill out this form and return to:**

**Manchester-by-the-Sea Town Hall
Assessing Department
10 Central Street
Manchester, MA 01944**