



COMMUNITY SERVICES  
Development Services  
Enquiry Centre

**REQUEST FOR CHANGE OF BUILDING ADDRESS/SUITE NUMBER**  
**- FEE \$690.00 (taxes included)**

1. A letter of authorization is required from the registered property owner if the applicant is not the owner.\*\*
2. If you are purchasing this building, but have not yet taken possession, please attach a copy of your sales agreement indicating the possession date. Changes will be effective date of possession.
3. Make cheques payable to the City of Vancouver. All credit & debit card and cash payments must be made in person during office hours (8:30-4:30, Monday to Friday). Applications with cheques may also be mailed to the address at the bottom of this page.
4. *Mailing address changes* must be made separately in writing to the BC Assessment Authority

DATE: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

CHANGE TO: \_\_\_\_\_

POSSESSION DATE: \_\_\_\_\_

LEGAL DESCRIPTION:  
LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ DISTRICT LOT \_\_\_\_\_ PLAN \_\_\_\_\_ PID \_\_\_\_\_

APPLICANT: (PLEASE PRINT CLEARLY)

NAME: \_\_\_\_\_

**\*\* APPLICANT IS:**  
(check one)

ADDRESS: \_\_\_\_\_

OWNER \_\_\_\_\_

CITY: \_\_\_\_\_

TENANT \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

OTHER \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

<u>OFFICE USE ONLY:</u>		
MI # _____	INVOICE # _____	RECEIVED BY: _____
COMPLETED BY: _____	DATE: _____	
PRISM _____	DOMINO _____	AMANDA _____