



City of Richmond

Request for a Change of Address

Development Applications Division
6911 No. 3 Road, Richmond, BC V6Y 2C1

www.richmond.ca

Contact: 604-276-4314 Fax: 604-276-4052

Please submit this completed form with the required fee to the Property Records Clerk, Development Applications Division located at City Hall.

The applicable fees are non-refundable.

Existing Property Address: _____

Options for New Address (internal use only): _____

Proposed New Address: _____

Reason For Request: _____

Applicant: _____

Correspondence/Calls to be directed to:

Name: _____

Address: _____

Postal Code

Tel. No: _____

Business

Residence

E-mail

Fax

Property Owner(s) Signature(s): _____

or

Please print name

Authorized Agent's Signature: _____

Attach Letter of Authorization

Please print name

Date: _____

For Office Use

Date Received: _____

Approved

Rejected

Initials: _____

Application Fee: _____

Trans Code: 5302

Receipt No.: _____