



# City of Richmond

## Request for a Change of Address

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

[www.richmond.ca](http://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.: \_\_\_\_\_