



CITY OF DUNCAN

Property / Account Change Form

FOLIO NO:

DATE:

REQUEST FOR: Address Change Transfer Credit Refund Credit

OWNER INFORMATION		NEW ADDRESS INFORMATION (if applicable)	
NAME OF OWNER REQUESTING CHANGE / REFUND:		(Names can only be changed through land titles office – see a lawyer or notary) (The City can only forward address changes to the BC Assessment office)	
CURRENT PROPERTY STREET ADDRESS ON BILLS:		CHANGE PROPERTY STREET ADDRESS TO:	
CURRENT MAILING ADDRESS:		CHANGE MAILING ADDRESS TO:	
CITY:	POSTAL CODE:	CITY:	POSTAL CODE:
PHONE:	FAX:	PHONE:	FAX:

TRANSFER CREDIT			
There is a credit on the following property:			
Property ROLL #:	Property Tax Credit Amount:	Utility Account # (if applicable)	Utility Credit Amount:
Please apply the above credit(s) to the following Property(s) / Account(s):			
Property ROLL #:	Amount to Tax account:	Utility Account # (if applicable)	Amount to Utility account:
Property ROLL #:	Amount to Tax account:	Utility Account # (if applicable)	Amount to Utility account:

REFUND CREDIT			
There is a credit on the following property:			
Property Roll #:	Property Tax Credit Amount:	Utility Account # (if applicable)	Utility Credit Amount:
PLEASE REFUND THE ABOVE CREDIT TO :			

Print Name:	Signature:	Date:
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