



**THE CORPORATION OF THE UNITED TOWNSHIPS OF  
HEAD, CLARA & MARIA  
15 Township Hall Road  
STONECLIFFE, ONTARIO, K0J 2K0**

Phone: (613) 586-2526 | Fax: (613) 586-2596 | E-mail: [clerk@headclaramaria.ca](mailto:clerk@headclaramaria.ca)

Admin: [admin@headclaramaria.ca](mailto:admin@headclaramaria.ca)

**Re: Address Change Request**

Please complete the form below to have your mailing address changed.

The address cannot be changed without an authorized signature along with the municipal address & roll number for the property in question.

You have three options to return the form to the office.

1. Send it by regular mail to the address above.
2. Scan the completed form and send it via email to [clerk@headclaramaria.ca](mailto:clerk@headclaramaria.ca) or [admin@headclaramaria.ca](mailto:admin@headclaramaria.ca)
3. Drop it off at the municipal office during business hours or in mail slot after hours.

If you have any questions, do not hesitate to contact our office, Monday - Friday, 8:30 am to 4:00 pm.

Thank you

-----  
**Please print clearly.**

I \_\_\_\_\_ am requesting to have my mailing address for my property  
owner's name

located at \_\_\_\_\_ changed from \_\_\_\_\_  
municipal address previous mailing address

\_\_\_\_\_ to \_\_\_\_\_  
new mailing address

for roll number \_\_\_\_\_  
Roll number

\_\_\_\_\_  
owner's signature

\_\_\_\_\_  
mm/dd/yyyy