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Montmorency County Equalization

MAILING ADDRESS CHANGE POLICY

EFFECTIVE OCTOBER 2, 2007, the policy for making a mailing address change through the Equalization Department shall be as follows:

- All address changes being made at the County level must be made through Equalization. Messages left with other County departments will not be accepted.
- The Equalization Department will process changes requested by the Township but will not be held responsible for changes that are not authorized by all property owners or are erroneous.
- An Address Change Form must be completed and signed by all owners of the property or properties to be changed.
- The Equalization Department does not process address changes for Albert Township. Please contact Albert Township at (989) 786-2513 for such requests.
- Deadlines for making address changes are February 15th prior to Assessment Change Notice mailings, June 15th prior to Summer Tax Bill mailings, and November 15th prior to Winter Tax Bill mailings of each year. *Address changes received after these dates will be effective on the **next** mailing.*

MAILING ADDRESS CHANGE FORM

• Date: _____ Township: _____

• Parcel Number: _____

• Property Address: _____

• Owner's Name(s): _____

• Current Mailing Address: _____

• New Mailing Address: _____

• Owner's Signature(s): _____

