



## Address Change Application Requirement List

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application.

To expedite the evaluation, all materials submitted must be clear, legible and precise. Staff are instructed to accept only complete applications which include:

| For office use only      | To be Completed by Applicant | Required Items   |
|--------------------------|------------------------------|--|
| <input type="radio"/>    | <input type="radio"/>        | 1. Letter requesting the address change, including:  |
| <input type="checkbox"/> | <input type="checkbox"/>     | existing address and proposed address  |
| <input type="checkbox"/> | <input type="checkbox"/>     | date on which the change is required to be effective   |
| <input type="radio"/>    | <input type="radio"/>        | 2. Completed <a href="#">Application for Change of Address form</a> .  |
| <input type="radio"/>    | <input type="radio"/>        | <b>A Letter of Authorization from the registered owner of the land, their agent, or other persons having legal or equitable interest in the parcel.</b><br>You can use this <a href="#">sample letter of authorization template</a> or you can provide your own letter but it must contain all information indicated on the sample letter. |
| <input type="radio"/>    | <input type="radio"/>        | 3. <b>Fee</b> (See <a href="#">Fee schedule</a> )  |

**Please Note:**

- The applicant will receive written notification when an official address change has been made.
- An official address change is required any time a change of an existing address is desired.
- If City of Calgary Addressing determines that the change can be accommodated within the current address ranges, without violating sequences or parity, the address change will be approved.  
**Please note – if the application is refused, the application fee is non-refundable.**
- For further information contact Planning Addressing Inquiries at (403) 268-8127.

\_\_\_\_\_  
**Applicant's Signature**  
(Confirming that all required information has been provided and is correct.)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Screened by**

\_\_\_\_\_  
**Date**