



## OFFICIAL ADDRESS REQUEST

DATE: \_\_\_\_\_

ATTENDED BY: \_\_\_\_\_

NAME AND TITLE

Reason for Request: \_\_\_\_\_

Name of person requesting certificate: \_\_\_\_\_  
Last Name First Name Middle Name

Contact Information: \_\_\_\_\_  
Phone Number E-Mail

Property Owner ( ) Renter ( ) Other (Please Specify) \_\_\_\_\_

Property Address: \_\_\_\_\_  
Street Number Street Name

### Legal Description:

Subdivision Name: \_\_\_\_\_

Block # \_\_\_\_\_

Lot # \_\_\_\_\_

Other: \_\_\_\_\_

### Documents Provided:

1. Deed / Contract of Sale
2. Property Tax Assessment
3. Central Appraisal Documentation

### Proposed Action to be taken: (to be completed by Code Compliance Officer)

( ) Approval

( ) Denial State reason(s) for proposed denial: \_\_\_\_\_

Signature: \_\_\_\_\_