City of Markham

16313 Kedzie Parkway ● Markham, Illinois 60428
Phone (708) 331.4905 ● Fax (708) 331.9250
E-Mail: housing@cityofmarkham.net

Request for Update of Office Records

Property Address: _____

Owner Name{s): _____

Reason for Request: _____

PROPERTY STATUS (CHECK ALL THAT APPLY)

☐ Owner-Occupied ☐ Rental ☐ Being Rehabbed for Sale ☐ Currently Up for Sale ☐ On Vacant Building Registry

OWNERS NEW PHYSICAL ADDRESS (NO P.O. BOXES)

_____ / _____ / _____ / _____
NO. AND STREET *CITY* *STATE* *ZIP*

OWNERS NEW PHONE AND CONTACT INFORMATION

Home Phone_____ Work Phone_____ Cell Phone_____

Fax_____ E-Mail_____

OWNERS NEW MAILING ADDRESS (IF DIFFERENT FROM PHYSICAL ADDRESS)

_____ / _____ / _____ / _____
NO. AND STREET *CITY* *STATE* *ZIP*

OWNER'S OLD ADDRESS IF DIFFERENT FROM PROPERTY ADDRESS (☐ CHECK HERE IF SAME AS PROPERTY ADDRESS)

_____ / _____ / _____ / _____
NO. AND STREET *CITY* *STATE* *ZIP*

Terms and Conditions

The mailing address provided above will be used to send all correspondence to you from the City Of Markham. This may include, but is not limited to Water Bills, Inspection Reports, Fines, and Court Summons. However, by providing conflicting information to the City of Markham on other forms or documents may result in correspondence sent to an incorrect address. Mail that is returned as undeliverable and lists a forwarding address will result in your address being updated to reflect the information provided by the United States Postal Services. If your contact information changes, it is your responsibility to request another update of office records.

The Identification required to file this document must reflect the address you have provided above.

Attach Copy of Applicant's Driver's License Here.

By signing below, you acknowledge that you understand and agree to all the above conditions.

APPLICANT SIGNATURE:_____ **DATE:**_____

OFFICE USE ONLY

Date Received: _____ **Clerk's Signature:**_____

Please check box once records have been updated:

☐ **WATER DEPT.** ☐ **BUILDING & HOUSING** ☐ **PERMITS** ☐ **LOCAL ADJUDICATION**