

CHANGE OF ADDRESS FORM



**Borough of Stanhope**, Sussex County, New Jersey

77 MAIN STREET, STANHOPE, NJ 07874

TEL: 973-347-0159

OFFICE OF THE FINANCE OFFICER AND TAX COLLECTOR  
DANA J. MOONEY, C.F.O./C.T.C.

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

Your mailing address seems to have changed since we last mailed out Property Tax and/or Utility notices. Please fill out the form below to notify us of your change of address. Send this information to the attention of the Tax Collector and Tax Assessor so that the change can be made on your permanent file. Only the Tax Assessor can make permanent changes to your address, since by law we must only use the address on your deed registered in the County of Sussex Records Department.

**WE MUST HAVE YOUR ORIGINAL SIGNED REQUEST ON FILE,  
FAXES, EMAIL ATTACHMENTS OR COPIES WILL NOT SUFFICE.**

Thank you!

Dana Mooney, CFO/CTC  
Chief Finance Officer & Tax Collector  
dmooney@stanhopenj.gov

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\_\_\_\_ **LANDLORDS: Check here if this unit is a rental. You must notify the clerk.**  
\_\_\_\_ **VACANT PROPERTIES: Check here if vacant. On the next page, please advise us**  
\_\_\_\_ **why the home is vacant (pending sale, foreclosure, or other reason).**

NAME: \_\_\_\_\_

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ QUAL \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

MAILING ADDRESS SHOULD BE: \_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

MY MAILING ADDRESS HAS CHANGED AS OF \_\_\_\_/\_\_\_\_/\_\_\_\_.

PLEASE CHANGE THIS ADDRESS ON THE FOLLOWING RECORDS:

PROPERTY TAX RECORDS \_\_\_\_\_

UTILITY BILL RECORDS \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

*Please advise us why the home is vacant (pending sale, foreclosure, or other reason)*

\_\_\_\_\_