



Summer Villages Administration Office

#2 Erickson Drive
Sylvan Lake, AB T4S 1P5
Ph: 887-2822

Change of Address Information:

- Section 304(3) of the *Municipal Government Act* states that the assessed person is responsible for notifying the municipality of the correct address to which assessment notices and tax notices are mailed.
- The Summer Village of Birchcliff's official source for property ownership and mailing address information for assessment notices and tax notices is the Certificate of Title as registered with the Province of Alberta Land Titles Office.
- To update your mailing address, we strongly encourage you to do so at any Registry Office that handles Land Title changes, or by contacting the Alberta Land Titles Office.
- Mailing address changes can be reported to the Summer Village of Birchcliff by submitting a [Change of Address form](#). Completed forms can be submitted by mail, by email to finance@sylvansummervillages.ca or in person at the Municipal office.
- Please note that address changes made at the Summer Village of Birchcliff do not get reported to the Alberta Land Titles Office. To change information at the Alberta Land Titles Office, changes must be reported to them directly by the property owner. This ensures any documentation regarding your property will be sent to the correct mailing address by Alberta Land Titles Office.