



Date: \_\_\_\_\_

**RE: CHANGE-OF-ADDRESS OR OWNERSHIP**

Please complete this form to provide us information concerning any changes of address, contact information or ownership and return this signed form to us by fax, mail or e-mail. We will contact you confirming receipt, if you do not receive confirmation from us within 72 hours, that means we have not received the information, and in that case, please contact us by phone.

*If there has been a recent change in ownership of property, kindly provide us a copy of material confirming the change in ownership.*

Our company policy requires that we maintain written documentation of ownership changes and address changes. Your cooperation in this matter is greatly appreciated.

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

New Address: \_\_\_\_\_

City, Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Sign location: \_\_\_\_\_

Lease No. \_\_\_\_\_ Vendor No. \_\_\_\_\_

Phone No. \_\_\_\_\_ E-mail: \_\_\_\_\_

Fax No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

HST/GST #: \_\_\_\_\_

Is this a change of address / ownership / both? *(Please circle one)*

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

Thank you for your assistance with this matter. If you have questions or comments or if we may be of further assistance to you, please feel free to contact us.

Sincerely,  
**Outfront Media Canada**

This information is collected by Outfront Media Canada for the purpose of maintaining accurate property records. If you have questions concerning the collection, please review our Privacy Policy [outfrontmedia.ca/en/privacypolicy/](http://outfrontmedia.ca/en/privacypolicy/) or contact our real estate department at realestate@outfrontmedia.ca.