



Request or Change Address Application

Property Owner

Name: _____ Contact Phone # _____

Address: _____ City: _____ Zip Code: _____

Name of Business: _____ Office # _____
(If Applicable)

Email: _____

Person Making the Request

Name: _____ Contact Phone # _____
(If different than property owner)

Address: _____ City: _____ Zip Code: _____

Email: _____

Is the person making the request a resident of the property? Yes No

Purpose of the Request

(Please explain in detail)

Miscellaneous

Type of Request	County	Property ID #
<input type="checkbox"/> Existing Property <input type="checkbox"/> Land Only <input type="checkbox"/> New Structure	<input type="checkbox"/> Gregg <input type="checkbox"/> Rusk	

Name of Road, Street, Highway: _____

Nearest Neighbors Address: _____

Nearest Intersection to the Property: _____

Notifications

- The City of Kilgore will notify the following Departments or Businesses
1. 911–Emergency
 2. Kilgore Water Billing Department
 3. USPS-United States Postal Service
 4. Gregg or Rusk County Appraisal
 5. City of Kilgore Fire Marshal’s Office
 6. City of Kilgore Building Inspection Department

Please make sure you notify all other utilities Companies (AEP, Centerpoint Energy etc.) or Billing Companies (credit cards, mortgage companies, etc.)

Office Use Only:

If you have any questions, please call the Kilgore Planning Department at 903-988-4113 or email carol.windham@cityofkilgore.com

It may take up to 2-3 business days to assign an address

(Print) Name of Applicant: _____

Signature: _____ Date: ____ / ____ / ____