



LONG BEACH CHANGE OF ADDRESS

1. The present lessee(s) must send a notarized letter requesting to make the change to the Board of Selectmen stating the full name and address of family member(s).
2. Each lessee signs the letter authorizing the change of address.
3. If a family member(s) name is to be deleted, the person whose name is to be deleted must submit a notarized letter.
4. A check for \$25.00, payable to the Town of Rockport, must be enclosed to cover the cost of the transfer.
5. The new lease will then be typed and sent to the lessee(s) for signature(s). Return both leases to the Selectmen's office for execution by the Board. An original lease will be returned to you for your files.
6. The new lease will be issued for the remaining term of the ten-year lease. All leases expire on December 31, 2023.

If you have any further questions, please do not hesitate to call our office at 978-546-6786.