

Property Address Update Form

Dear Customer

In order for Isle of Man Post Office to assist you in receiving your post each day, and to ensure that your address details are correct at all times, please complete the form below if you wish to change the name of your property at anytime.

Your Current Address Details	
Your Name*	
Property Name*	
Property Number (where applicable)	
Thoroughfare (e.g.: Avenue, Street, Road)	
Post Town	
Post Code	

*Must be completed

Your Property's New Name	
New Name (Please Print Clearly)	

It is important to both Isle of Man Post Office and you that we have the correct detail as this new information will be updated in the Postal Address File which is used for mailing purposes. Any incorrect details may cause delay or non-delivery of your daily post, therefore please check again that it is correct, especially the new property name (as spelling is crucial).

Please note: Only property owners can register or rename a property. If you are a tenant please contact the property owner or management company in the first instance.

If you have any queries concerning your current address, or you have further information please enter it below:

Alternatively you can telephone 698411 or Email postcodes@iompost.com with your enquiry.

I confirm that I have the right to change the detail of the above named property:

Signed..... **Print**.....

Date.....

Delete as Necessary :- Owner Occupier / Owner / Management Company Secretary / Other (specify).....

Email Address.....**Contact Phone Number**.....

Please return form to: Postcode Dept, POHQ, Spring Valley Industrial Estate, Douglas, ISLE OF MAN, IM2 1AA.