(Date)

(Property Owner)/(Management Company)

(Address)

(Address)

Re: **Address Correction**

(address)

(parcel number)

Dear Property Owner:

Please be advised that (a/the) structure on (parcel number), currently listed as (current address) will now be known as:

 **(new address)**

Allegheny County operates in an enhanced 911 system. In order for it to be completely effective, every home must be assigned a numerically sequential street address and cannot duplicate other addresses. You must use this address for all purposes.

We apologize for any inconvenience this might cause, but it is in the interest of public safety and for 911 emergency purposes that this change is in order. Allegheny County and the USPS are being copied on this letter.

You will need to notify your personal contacts, creditors, and utility companies of this change, as the old address will no longer be recognized for any purpose.

Address numbers must be posted according to municipal ordinance (reference ordinance).

Thank you for your cooperation in this matter.

(Signature)

Cc:

Allegheny County of Allegheny Address Management

USPS Postmaster

USPS Address Management

(copy any utilities or municipal agencies that you see fit)

(Date)

(Property Owner)/(Management Company)

(Address)

(Address)

Re: **Address Verification**

(parcel number)– (address)

Dear Property Owner:

Please be advised that (a/the) structure on (parcel number) is verified to be officially addressed as:

 **(address)**

(for commercial – please list tenants)

Address numbers must be posted according to municipal ordinance (reference ordinance).

Thank you for your cooperation in this matter.

(Signature)

Cc:

Allegheny County of Allegheny Address Management

USPS Postmaster

USPS Address Management

(copy any utilities or municipal agencies that you see fit)

(Date)

(Property Owner)/(Management Company)

(Address)

(Address)

Re: **New Address**

(address)

(parcel number)

Dear Property Owner:

Please be advised that (parcel number), currently listed as (current address) will now have a structure known as:

 **(new address)**

(for new construction) This will now be a (single family, two family, office bldg, etc)

(for commercial – please list tenants)

Allegheny County operates in an enhanced 911 system. In order for it to be completely effective, every home must be assigned a numerically sequential street address and cannot duplicate other addresses. You must use this address for all purposes.

Allegheny County and the USPS are being copied on this letter.

You will need to notify your personal contacts, creditors, and utility companies of this new address.

Address numbers must be posted according to municipal ordinance (reference ordinance).

Thank you for your cooperation in this matter.

(Signature)

Cc:

Allegheny County of Allegheny Address Management

USPS Postmaster

USPS Address Management

(copy any utilities or municipal agencies that you see fit)

(Date)

(Property Owner)/(Management Company)

(Address)

(Address)

Re: **Temporary Address**

 (address)

 (parcel number)

Dear Property Owner:

Please be advised that there will be a temporary address assigned to (parcel number).

 **(temporary address)**

This address cannot be used for any purposes other than presentation to a a utility company or other outside agency for their purposes of investigation into providing service or approval of an application.

A final address will not be assigned until such time as a building permit application is submitted to the municipality. The address may change at the time of the building permit.

This address cannot be used for mail, utility, or any other location purposes. It will not be submitted to the post office until such time as the building permit application is submitted.

This address has been assigned in accordance with the enhanced 911 system that Allegheny County operates in following statewide standards.

At such time that the building permit application is processed a final address assignment letter will be issued and copied to Allegheny County and the USPS.

Thank you for your cooperation in this matter.

(Signature)

Cc:

Allegheny County of Allegheny Address Management

(Date)

(Property Owner)/(Management Company)

(Address)

(Address)

Re: **Subdivision Plan**

(Subdivision Plan Name) (original parcels)

Dear Property Owner:

Please be advised that (Subdivision Plan Name) has recently been addressed.

The following addresses have been assigned:

 **(Parcel if known)(Lot Number)(Address)**

**(Parcel if known)(Lot Number)(Address)**

**(Parcel if known)(Lot Number)(Address)**

**(Parcel if known)(Lot Number)(Address)**

**(Parcel if known)(Lot Number)(Address)**

Address numbers must be posted according to municipal ordinance (reference ordinance).

Thank you for your cooperation in this matter.

(Signature)

Cc:

Allegheny County of Allegheny Address Management

USPS Postmaster

USPS Address Management

(copy any utilities or municipal agencies that you see fit)