

To get an address for your property follow these steps.

1. Fill out the Address Application Form Completely (missing information may cause delays in processing). Note: Duplexes need a separate address for each section.
2. You must include a legal description of your property along with a site plan showing parcel dimensions and all buildings on property
3. There is a \$30 fee that is due at the time the application is turned in (please make checks payable to Montcalm County).
4. A Perc Test may be required
5. Once you have turned in your application you will receive your new address within 10 days from the date that the application is received by this office.
6. For questions feel free to contact Nicole Flowers Monday – Friday from 8:00 a.m. to 4:00 p.m. at 989-831-7364 or e-mail [nflowers@montcalm.us](mailto:nflowers@montcalm.us).
7. Please drop off your application during business hours or mail it to:

Montcalm County Equalization Department  
Address Administration  
211 W Main St PO Box 368  
Stanton MI 48888

