



RESIDENTS OF MONROE COUNTY AND LEHMAN TOWNSHIP, PIKE COUNTY

The new physical addresses for ALL Municipalities within Monroe County as well as Lehman Township Pike County have been distributed. In an effort to assist our residents in making sure they are in compliance with the municipality's ordinance regarding the Counties' addressing project please pay close attention to the following:

1. If you are a home owner and have not yet received your readdressing letter you need to contact the **Monroe County Readdressing Staff at 570-420-3466.**
2. If you are a landlord and you have not received a readdressing letter for your property in Monroe County or Lehman Township Pike County please contact the **Monroe County Readdressing Staff at 570-420-3466.**
3. If you are a renter/tenant and you have not received your readdressing letter from your landlord you need to contact your **landlord** as soon as possible.
4. If you are a landlord and you **have** received the readdressing letter but have not yet provided your tenant(s) with a copy, you need to do so as soon as possible.
5. For the safety of the residents as well as legal reasons, **DO NOT ATTACH ADDRESS MARKERS TO UTILITY POLES.**
6. **Address marker questions should be directed to your respective municipality.** Most municipalities have ordinances regarding color, size and placement of your address markers which provide specific time-lines and specifications for installation. In many cases if you do not comply with your respective municipal ordinance you could be subject to fines imposed by the municipality.
7. The purpose of this project was to reduce the response time for emergency responders to locate you in an emergency, therefore please make **EVERY** effort to display your new physical address as soon as possible and in accordance with the municipality's ordinance.

The United States Postal Service will maintain your old address and new address for a period of one (1) year from the date your new address was issued. After one year your old address will no longer be valid and any mail addressed to the old address will be returned to sender.

If you have lost, destroyed or misplaced your address notification letter, you must contact your local municipal office for a duplicate copy.