



Utilities Change of Ownership Form (Residential Properties Only)

Effective Date: 3/1/08

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Thank you for informing us you have sold your home. It has been our pleasure to serve you and we hope to have the opportunity to do so again in the future. In order to bill you accurately for services rendered, we would appreciate your reply to the following questions:

TO BE COMPLETED BY SELLER

(1) Account Number _____

(REQUIRED)

(2) Service Address _____

(3) *Closing Date _____

(4) *Name of New Owner _____

(REQUIRED)

(5) Final Billing Address _____

(6) *At closing, please fax a signed copy of the Warranty Deed as proof that you are no longer the owner of the above referenced service address to 941.764.4557.

* If this information is not provided, your account may be subject to additional charges.

TO BE COMPLETED BY PURCHASER

(1) Name _____

(2) Service Address _____

(3) Closing Date _____

(4) Billing Address _____

(5) Daytime Phone _____ Home Phone _____

(6) E-mail Address _____

(7) At closing please fax a signed copy of the Warranty Deed as proof that you are the owner of the above referenced property to 941.764.4557.

Warranty Deed must be received within 30 days of closing.

Please mail, e-mail, or fax your request to:

Charlotte County Utilities
ATTN: Customer Account Specialists
P.O. Box 516000
Punta Gorda, FL 33951-6000
Fax: 941.764.4557
E-mail: CCUSupport@CharlotteFl.com