



CHARLOTTE COUNTY UTILITIES RESIDENTIAL ACCOUNT CHANGE OF OWNERSHIP FORM

Welcome to Charlotte County Utilities. Sellers, please complete the seller portion at the top. New owners, please complete new owner portion at the bottom.

Please supply the following with this form:

- If property was liened, please provide a copy of the settlement statement from closing
- If property was not liened, please provide a copy of the warranty deed, quit claim deed or other court document(s)

TO BE COMPLETED BY SELLER

1. Account Number: _____ 2. Closing Date: _____
3. Service Address: _____
4. Final Billing Address: _____
5. Name of New Owner: _____
6. New Owner Phone/Email: _____
(PLEASE PROVIDE CONTACT INFORMATION FOR NEW OWNER, IF KNOWN, FOR CHARLOTTE COUNTY UTILITIES TO CONTACT NEW OWNER)

TO BE COMPLETED BY NEW OWNER

1. Owner name: _____
2. Co-owner name (if applicable): _____
3. Service Address: _____
4. Billing Address: _____
5. Daytime Phone: _____ Cell Phone: _____
6. Email Address: _____
7. Last 5 digits of SSN: _____ 8. Date of birth: _____
9. Please provide one of the following:
Driver's License #: _____ State of issue: _____
State ID#: _____ State of issue: _____
Passport ID#: _____ Country of issue: _____

Please mail, e-mail, or fax your request, along with the required documentation to:

Charlotte County Utilities
ATTN: Customer Service
P.O. Box 516000
Punta Gorda, FL 33951-6000

Phone: 941.764.4300
Fax: 941.764.4557
Email: CCUSupport@CharlotteCountyFL.gov