



# Service Request Form

City of Port Orange

1000 City Center Circle Port Orange FL 32129

Phone: 386-506-5720 Fax: 386-756-5226

Email: [customerservice@port-orange.org](mailto:customerservice@port-orange.org)

<b>OWNER</b>	<b>RENTER</b>	<b>LISTING AGENT</b>	<b>PROPERTY MANAGER</b>	<b>OTHER</b>
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**The following items are required to establish service:**

Photo Identification

Owners: Ownership documentation (deed)

Renters: Valid Lease signed by owner or property manager

Agent: Management Agreement

A W9 is required for requests in a business name. Articles of Incorporation for non-Florida businesses.

- Deposit requirements are based on the number of meters and size of meters at the property. Deposit: \_\_\_\_\_
- *There is a \$40.00 Service Charge for all new accounts or reconnection of service.*

Effective Date: \_\_\_\_\_

Service Address: \_\_\_\_\_

**Contact Information:** Have you ever had service with the City of Port Orange before?  Yes  No

Name on Account: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Bill Presentment: Email Monthly Bill:  Paper Month Bill:

Driver's License #: \_\_\_\_\_ Federal Tax I.D. \_\_\_\_\_

**Reclaim Water Customers Only:** I agree to restrict use of reclaim water for the purposes described in the City's policies. I agree that the City will not be held liable for damages that may occur to vegetation, for damages which may occur from the use of reclaimed water for the purposes not included in the cities' polices, or for damages which may occur from failure to follow the procedures of service installation, operation or management. (please initial) \_\_\_\_\_

Do you have an animal? Do you need an animal license? Yes:  Dog  Cat  Ferret  No pets

**Animal License Tags:** ALL pets in the City of Port Orange are required to be licensed and vaccinated against rabies.

AVOID HIGH WATER BILLS by signing up for **AQUAHAWK** at [portfl.aquahawk.us/login](http://portfl.aquahawk.us/login)

*\*Eligibility varies depending on your address.*

Yes, sign me up for Aqua Hawk

Payments: **A \$10.00 penalty shall be assessed on all bills paid later than ten (10) days from the due date.** If not paid after twenty (20) days from the due date, utility service will be discontinued without notice. Services shall not be reconnected until the amount owed is **paid in full** to the city, and a reconnection fee of \$40.00 will be charged. *If same day water service is desired after 3pm, an additional after-hours service charge of \$40.00 is accessed.* Per Ordinance 18-26 and Resolution 17-21.

**Yard Sales:** Residential customers a permit is \$5.00, sales are permitted for back to back weekends or three consecutive days.

**Garbage Service/Questions:** Please call 386-506-5575 or 386-492-8855 *Need a Recycling Bin?* 407 Virginia Ave.

**Signature of Applicant:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

Irrigation Times, Reclaimed Water use, and Cross Connection Information is available at

<http://www.port-orange.org/DocumentCenter/View/535/Reclaimed-water-cross-connection-PDF?bidId=>

OFFICE USE ONLY: Date Received \_\_\_\_\_