



Utility Service Checklist

Date: _____

1000 City Center Circle
Port Orange, FL 32129

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

Email: Customerservice@port-orange.org

- Checked below is a list of documents required to establish utility services at the property address of: _____ Deposit in the amount of: \$ _____
- Completed Service Application
- VALID driver's license of person whose name will appear on the bill.
 - CO-Owner may be added with presentment of photo I.D.
- Owner: Ownership Paperwork (Warranty Deed, Closing Disclosure)
- Renter: Lease signed by the OWNER of the property (as registered on the Volusia County Property Appraisers website.)
 - If the lease is signed by a property management company, a copy of a contract between the property owner and the management company is required as well.
- Outstanding Balance from a previous account of: _____
- Listing Agent: Listing Assignment or Agreement between agent and property owner.
- Property Manager: Management Agreement or Contract between manager and property owner.
- Mobile Home Community: (Own the mobile home, but do not own the land) Lot Lease between the mobile home park and the owner of the mobile home.
- Business: Documentation from an officer of the company permitting service to be established in the business name. Verification of the authorized officer will be via Sunbiz.org.
 - Federal Tax ID number of business whose name will appear on the bill and a W9
- Utility Lien must be paid in full and satisfied.
 - (Please call customer service for an updated Lien amount).

Same day service (Monday-Friday, 8am-3pm. No Holidays)

New Service request requires a \$40.00 Service Charge per Resolution 17-21, if requested outside of normal business hours, an additional 40.00 will be charged.

Documents on file for longer than 60 days will be required to be resubmitted.

*****Customer Service Department Use Only*****

Property Address: _____

- | | |
|--|--|
| <input type="checkbox"/> Photo I.D. | <input type="checkbox"/> Lease |
| <input type="checkbox"/> Owner Account | <input type="checkbox"/> Renter Deposit |
| <input type="checkbox"/> Ownership Documentation | <input type="checkbox"/> Listing Agreement |
| <input type="checkbox"/> Management Agreement | <input type="checkbox"/> W-9 |
| | <input type="checkbox"/> Other: _____ |

Comments: _____ Rep: _____ Date: _____