



## Utility Service Checklist

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)

To establish utility service in the City of Port Orange the following items are required:

- Complete a Service Application Request**
- Photo Identification** of person whose name will appear on the bill.  
CO-owner may be added with presentation of photo I.D. Only one name will appear on the bill.
- 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.
- Listing Agent:** Listing Assignment or Agreement between agent and property owner.
- Property Manager:** Management 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.
- **W9 is required for requests in a business name.**
  - Articles of Incorporation for non-Florida businesses.
- Utility Liens must be paid in full and satisfied.
- Deposits** requirements are based on customer type, meter size and the number of meters at your property.

### **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.*

- AVOID HIGH WATER BILLS BY USING **AQUAHAWK** once you receive your first bill.  
Take control of your water bill by signing up for **AQUAHAWK** at [portfl.aquahawk.us/login](http://portfl.aquahawk.us/login)
- **Animal License Tags:** ALL pets in the City of Port Orange are required to be licensed and vaccinated against rabies. To obtain an Animal License tag, provide proof of rabies vaccine from your vet. New Residents have 60 days to register their pets with the city without additional penalties.

***The city does not provide garbage cans. We do offer recycling bins at 407 Virginia Ave.***