



**CHARLOTTE COUNTY UTILITIES
RESIDENTIAL ACCOUNT
CHANGE OF OWNERSHIP FORM**

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: _____
2. Service Address: _____
3. *Closing Date: _____
4. *Name of New Owner: _____
5. Final Billing Address: _____

6. *At closing, please fax or email a signed copy of the Warranty Deed as proof that you are no longer the owner of the owner of the above referenced service address to 941.764.4557 or CCUSupport@CharlotteCountyFL.gov

***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: _____ Cell Phone: _____
6. Email Address: _____
7. At closing, please fax or email a signed copy of the Warranty Deed as proof that you are the owner of the owner of the above referenced service address to 941.764.4557 or CCUSupport@CharlotteCountyFL.gov

Warranty Deed must be received within 30 days of closing.

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