

# REQUEST TO TRANSFER SERVICE

The following information is not optional, all fields MUST be completed or the form will NOT be accepted by Utility Staff

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Customer Name (Please Print Last Name then First Name) Utility Account Number

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Service Address (City and State not needed) ZIP + Four Billing Address City, State, Zip + Four

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Customer Contact Number Fax Number Email Address

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Proposed Closing Date Title Company Name Title Company Phone Number

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Buyer Name(s) Address (City, State, Zip + Four) Contact Number

Orange Tree Utility requires a minimum of three (3) day prior written notice of change in property ownership. In the event the Utility is not advised transfer of property has occurred the existing information will NOT be converted. This will at times result in customers having interruption of services due to non payment for services. Existing customers are REQUIRED to advise Closing Agents of the Utility having proprietary rights to the premise for debts associated with Deposits and Monthly Base Service Fees which are NON-TRANSFERABLE. The Utility will only accept ORIGINALLY executed documents.

As a current property owner within the service area of Orange Tree Utility, I agree to provide pertinent information regarding the sale of property and subsequent ownership of property within the franchise area served by Orange Tree.

I understand any deposit remaining on my account will be held and applied to any unpaid balance due to final meter reading and account conversion. If there remains a balance payable to the Utility, I acknowledge I am responsible for paying that designated debt. In the event a credit balance exists on my account after the application of the deposit and accrued interest, enumeration will be forwarded to me at the address previously provided to the Utility. In the event I provide inaccurate information and the refund is returned to the Utility, the Utility is not responsible for further contact with the prior owner of the premise.

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Forwarding Address for Final Billing:

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Customer Signature

Date submitted

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