

PORTAGE UTILITIES
115 W PLEASANT ST
PORTAGE WI 53901
PHONE: 608/742-4727 FAX: 608/742-0448

NEW OWNER FORM

**SHOULD BE FILLED OUT COMPLETELY BY TITLE COMPANY AND FAXED TO THE
ABOVE NUMBER A MINIMUM OF 24 BUSINESS HOURS BEFORE NEEDED**

**PLEASE NOTE THERE IS A \$20 SPECIAL BILLING FEE WHEN A FINAL BILL IS
REQUESTED TO CLOSE AN ACCOUNT**

PROPERTY ADDRESS: _____

NOTE: IF PROPERTY IS A RENTAL PLEASE INDICATE BILLING RESPONSIBILITY FOR TENANT OR NEW OWNER

SELLER: _____

SELLER FORWARDING ADDRESS: _____

BUYER: _____

BUYER MAILING ADDRESS: _____

BUYER PHONE NUMBER: _____

BUYER EMAIL ADDRESS: _____

FINAL READ DATE: _____

***PLEASE NOTE: FINAL BILL WILL BE FAXED TO TITLE COMPANY THE NEXT BUSINESS DAY AFTER FINAL READ DATE.**

CLOSING DATE: _____

REQUESTED BY: _____

CONTACT NUMBER: _____

FAX FINAL BILL TO: _____