



CITY OF
Callaway
F L O R I D A

"East Bay at its Best"

Utility Billing Department
6601 E Hwy 22, Callaway, FL, 32404
Phone (850) 871-6000
www.cityofcallaway.com

UTILITY SERVICE TRANSFER INFORMATION

- Present your photo ID, military ID or any other valid photo ID
- A copy of either: documented proof of ownership; a signed lease agreement; with owner/tenant signature; valid sales agreement; signed realtors listing agreement
- A secondary name may be added to a customer's account with equal access and authority. Both account holders will be equally responsible for any unpaid balance
- There is a non-refundable account fee of \$40.00
- All outstanding account balances must be paid in full, and account must have an active deposit
- Transfer of service (disconnection and reconnection) must be on the same day
- Complete notarized applications with legible supporting documents are accepted by fax
- Incomplete applications will not be processed
- Same day transfers are available if received by 3:00 P.M.

NOTE: When the water meter is unlocked and turned on and there's water running on the premises, the city technician will turn the meter back off but will leave the meter unlocked so the occupant can turn the water on. If the technician is required to make a second service call to turn the meter on, a \$10 service charge must be paid prior to technician being sent.



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UTILITY SERVICE TRANSFER APPLICATION

PLEASE PRINT OR TYPE

Primary Account Name: _____
Last First Middle

Secondary Account Name: _____
Last First Middle

Current Address: _____

Transfer Address: _____
City State Zip Code

Driver's License: _____
State Number

Date of Birth: _____ Primary Phone _____

Secondary Phone _____ Email (Optional): _____

Employment: _____

Date for Service to Begin: _____ Check One Box: ☐ Unlock Meter Only OR ☐ Turn on Meter
(You must choose one)

[Read statement below, sign and date application](#)

I, the undersigned applicant, for water/sewer/solid waste service state that the information provided on this application is true and correct to the best of my knowledge. I understand services start per purchase date or lease commence date unless otherwise stated on legal documented agreement. I understand that all charges are due as billed and accept total responsibility for payment of all charges incurred for the services provided, including reasonable attorney's fees and costs incurred for collection of the unpaid balance. I am also responsible for any damages done to any meters at this location by me or anyone else. I consent that water services provided at the service location may be turned on without applicant or applicant's representatives present. Applicant further agrees to hold the City of Callaway and its employees HARMLESS of authorizations made on behalf of account holder or a secondary account holder and or should the property, building(s) or premises incur damage as a result of water connection.

Attached hereto is my (check one) _____ proof of ownership _____ lease agreement _____ sales agreement _____ signed realtor's listing. Also attached is a legible copy of valid id (check one) _____ driver's license _____ military id _____ state id.

Date: _____ Applicants' Signature: _____
Date: _____ Secondary Applicants' Signature: _____

METER # _____	READ _____
TECH _____	DATE _____ TIME _____
COMMENTS _____	