



NEW ACCOUNT CHECKLIST

***PLEASE NOTE – FOR SAME DAY SERVICE ACCOUNTS MUST BE OPENED BEFORE 3:00 P.M. ***

OWNER

- Application for Utility Service
- City Agreement – Signed & Notarized (*Notary not necessary if completed in City Hall by applicant*)
- Signed & Notarized Warranty Deed, Settlement Statement, or updated Broward County Property Appraisal.
- Driver's License of Valid Photo Identification
- \$45 Application Fee
- Required Deposit (*Fee Varies – Deposit must be paid in CASH/CHECK/MONEY ORDER*) \$ _____
- Sunbiz.org Information (*Only is account is being opened under a business name, listing authorized signer*)

TENANT

- Application for Utility Service
- City Agreement – Signed & Notarized (*Notary not necessary if completed in City Hall by applicant*)
- Notarized Acknowledgment of Right to Occupancy (*Must be filled out and notarized by property owner*)
- Commercial tenants must provide a fully signed lease.**
- Driver's License of Valid Photo Identification
- \$45 Application Fee
- Required Deposit (*Fee Varies – Deposit must be paid in CASH/CHECK/MONEY ORDER*) \$ _____
- Sunbiz.org Information (*Only is account is being opened under a business name, listing authorized signer*)

REALTOR/LISTING AGENT

- Application for Utility Service
- City Agreement – Signed & Notarized (*Notary not necessary if completed in City Hall by applicant*)
- Executed Listing Agreement from Owner to Listing Agent
- Driver's License of Valid Photo Identification
- \$45 Application Fee
- Required Deposit (*Fee Varies – Deposit must be paid in CASH/CHECK/MONEY ORDER*) \$ _____
- Sunbiz.org Information (*Only is account is being opened under a business name, listing authorized signer*)

City of Plantation, Utility Billing Department
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