

PORTAGE UTILITIES  
PO BOX 214  
PORTAGE WI 53901  
PHONE: 608/742-4727 FAX: 608/742-0448

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**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: \_\_\_\_\_

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: \_\_\_\_\_