



Re: Account Number _____

Hello Neighbor!

We received your request to change the name on the above account. However, since the deposit is in the name of _____, we cannot change the name on the account, or transfer the deposit without a notarized letter signed by you and the person assuming responsibility for this account. The new account holder must provide a copy of a Driver’s License, State ID or Passport, and a Social Security Card. Please also include a contact phone number and correct billing address.

Please return the lower portion of this letter, notarized with all necessary signatures. If you have any questions, please contact our Customer Service department between 8:00 AM and 5:00 PM Monday – Friday.

Phone: (954) 828-5150 Fax: (954) 858-5880 Email: utilitybilling@fortlauderdale.gov

I, _____ hereby authorize the City of Fort Lauderdale to transfer the deposit amount of _____, and change the name on account number _____ to _____ (New name on account).

Signature: _____

I, _____ request to have this account put in my name and accept the deposit. Social Security # _____ Phone # _____

Signature: _____

The foregoing was acknowledged before me this _____ day of _____ Year _____ by both parties.

Notary Public, State of Florida

My Commission expires: _____

Print Name of Notary

