

# PORT CLINTON WATER WORKS



**1868 East Perry Street  
Port Clinton, OH 43452**

**Phone 419-734-5522  
Fax 419-734-5278**

Date: \_\_\_\_\_

## Utility Information Request

Title Company Info:

Property Information:

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Parcel ID: \_\_\_\_\_

Address: \_\_\_\_\_

Buyer: \_\_\_\_\_

Phone: \_\_\_\_\_

Seller: \_\_\_\_\_

e-mail: \_\_\_\_\_

Account Number: \_\_\_\_\_

Services provided: ☐ Water ☐ Sewer ☐ Other \_\_\_\_\_

Account Status: ☐ Active ☐ Suspended ☐ Inactive

Account Balance: \_\_\_\_\_ Good Through: \_\_\_\_\_ For Services Through: \_\_\_\_\_

Final Amount: ☐ Yes ☐ No

Lien on property for water/sewer: ☐ Yes ☐ No

If yes... Amount: \_\_\_\_\_ Included in Account Balance Above: ☐ Yes ☐ No  
(for more information on lien balance and payment options, contact Ottawa County Auditor Office – 419-734-6740)

**\*\*For Active Accounts - Final Bill not generated until buyer/seller call with closing date and meter has been read\*\***

Additional Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### For Office Use Only

Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Sent to: \_\_\_\_\_ Via: \_\_\_\_\_ Date: \_\_\_\_\_