



# Transfer Request

City of Longwood  
155 W Warren Ave, Longwood FL 32750  
407-260-3470 ext.: 1  
Fax: 407-260-3451 Email: Abranton@longwoodfl.org

**All requests for transfers must be received before 12:00pm to process the same day. Please verify the request has been received via email or fax by calling the number above. ALL TRANSFERS REQUIRE A \$15.00 INITIATION FEE ON YOUR FIRST BILL. Disconnect and connection dates must be within 30 days and are only scheduled Monday–Friday.**

TODAY’S DATE: \_\_\_\_\_

ACCOUNT # \_\_\_\_\_ - \_\_\_\_\_

NAME  
ON ACCOUNT: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

DISCONNECT DATE: \_\_\_\_\_

**IF YOUR SEWER SERVICES AT YOUR NEW LOCATION ARE NOT PROVIDED BY THE CITY OF LONGWOOD AND YOU’RE NOT ON A SEPTIC SYSTEM PLEASE CONTACT ONE OF THE FOLLOWING POTENTIAL PROVIDERS:**

- |                            |              |
|----------------------------|--------------|
| UTILITIES INC. OF LONGWOOD | 407-869-1919 |
| SEMINOLE COUNTY UTILITIES  | 407-665-2000 |
| AQUA UTILITIES             | 407-339-5424 |

NEW ADDRESS: \_\_\_\_\_

CONNECTION DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

PHONE # \_\_\_\_\_