

Utility Info Sheet

SAMPLE**Sample with fictional details. Not a real property, seller, or provider.**

Property address
123 Sample Street, Anytown

Seller name
Alex Example

Seller phone
(555) 555-0100

Date completed
04/15/2026

HOME BASICS

Water source ☒ City / public ☐ Well ☐ HOA ☐ Not sure
Sewer ☒ Public sewer ☐ Septic ☐ HOA ☐ Not sure
Primary heating ☒ Natural gas ☐ Propane ☐ Heating oil ☐ Electric ☐ Not sure

UTILITY PROVIDERS

Write "Not sure" or "None" rather than leaving a row blank.

Utility	Provider	Phone	Website or notes
Electric	Example Electric Co.	(555) 555-0110	electric.example
Natural Gas	Sample Gas Utility	(555) 555-0111	gas.example
Propane	None		
Heating Oil	None		
Water	Anytown Water Department	(555) 555-0112	Bills water and sewer together
Sewer	Anytown Water Department	(555) 555-0112	Same bill as water
Trash & Recycling	Example Waste Services	(555) 555-0113	Pickup on Tuesdays
Internet	Sample Fiber Internet	(555) 555-0114	Book install 1-2 weeks ahead
Cable/TV	Not sure		

Electric meter number (optional)
000-000-SAMPLE

HOA OR CONDO ASSOCIATION

Part of an HOA? ☒ Yes ☐ No ☐ Not sure

If yes, fill in what you know:

Association name
Sample Meadows HOA

Management company and contact
Example Property Management, Pat Example

Phone
(555) 555-0120

Email
manager@example.com

Dues amount and how often
\$150 per quarter

Where dues are paid or documents are found
Pay online at hoa.example; documents from the management company

BUYER NEXT STEPS

1. Contact each utility provider above to set up new service in your name.
2. Schedule service to begin on your closing date or the following business day.
3. Have your closing documents handy. Providers may ask for proof of ownership.
4. If transferring internet service, contact your provider at least 1-2 weeks in advance.