

TRANSFER PROCEDURE

OLD OWNERS NEED TO DO THE FOLLOWING:

1. Give us the closing date, (when we need to take final reading)
2. Make sure it's understood that on the date that we take the final reading, we are discontinuing water service to that property.
3. Give us a new address to send final bill.
4. Give us a phone number (Cell, new home, etc.) in case we need to make contact.
5. If possible, contact the new owner(s), to let them know that they need to contact us immediately to have water service re-established.
6. Sign Membership Transfer.

NEW OWNER'S NEED TO DO THE FOLLOWING:

1. All persons listed on the Warranty Deed need to fill out our required paperwork.
2. Provide us a copy of Warranty Deed (will receive copy at closing)
3. Pay \$100.00 transfer fee, plus \$100 membership fee.
4. Make sure it's understood that complete transfer will occur only after previous owner(s) has paid their final bill.