



Rice Water Supply

Rice • Alma • Ennis • Telico

"This institution is an equal opportunity provider."

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Check List for TRANSFER of A Membership

Membership Number _____

The following items are required:

1. _____ Member Transfer Authorization per previous owner signed and notarized.
2. _____ A fee of 100.00 paid. Non-Refundable
3. _____ The prospective owner or owners of the membership must sign a **Service Agreement**.
4. _____ The prospective owner or owners of the membership must provide **Proof of Ownership** of the property. This can be a Deed, Divorce decree, etc.
5. _____ The prospective owner or owners must sign a **Right of Way Easement** in front of a **notary**. **Easement filing fee is \$50.00.**
6. _____ Our office to be furnished with the page, volume, and county where deed is recorded.
7. _____ Customer shall install a service isolation valve (Cut off Valve) on customer side of meter before meter will be turned on.
8. _____ Must have valid 911 address.

Membership Fee is refundable. It normally takes 2 or 3 weeks to get a meter installed, depending on weather conditions. **All parties on deed must sign all documents.** We must have all document in our office signed and notarized if applicable before the meter can be installed.

The transfer is complete only when all paperwork is finished, and the final bill is paid.

Transferor

Transferee

Name _____

Address _____

Phone _____

OFFICE USE ONLY

Transfer Fee Paid _____

Easement Fee Paid _____