



Rice Water Supply

Rice • Alma • Ennis • Telico

"This institution is an equal opportunity provider."

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Check List for Membership Transfers without Authorization

Membership Number _____

The following items are required:

- _____ 1. A **Membership of \$300.00** will be refunded to the previous owner.
- _____ 2. The new owner of the membership must sign a **Service Agreement**.
- _____ 3. The new owner of the membership must provide **proof of ownership** of the property.
- _____ 4. The water meter needs to be read and the **final bill paid** by the previous owner. The previous owner will be charged a final read fee of \$50.00.
Will be deducted from membership of \$300.00
- _____ 5. The new owner must sign a **Right of Way Easement** in front of a **notary**.
Easement filing fee of \$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.
- _____ 9. The new owner must pay a \$100.00 transfer fee and New Membership of \$300.00

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

Transferor

Transferee

Name _____

Address _____

Address _____

Home Phone _____

ALL DOCUMENTS MUST BE SIGNED BY ALL PARTIES ON THE DEED OR PROOF OF OWNERSHIP.

OFFICE USE ONLY

Final Read Date _____ Final Read \$50.00_Y/N_Final bill Paid_Y/N__Amount Paid _____