

Rice Water Supply and Sewer Service Corporation
P.O. Box 137
Rice, Texas 75155

Check List for Membership Transfers

Membership Number _____

The following items are required:

- _____ 1. A **Membership Transfer Authorization** must be signed by both the Transferor and the **Transferee** in front of a **notary**.
- _____ 2. The new owner of the membership has to sign a **Service Agreement**.
- _____ 3. The new owner of the membership has to provide **proof of ownership** of the property.
- _____ 4. The water meter needs to be read and the **final bill paid** by the previous owner.
- _____ 5. The new owner must sign a **Right of Way Easement** in front of a **notary**.
- _____ 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 \$50.00 transfer fee.

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

	Transferor	Transferee
Name	_____	_____
Address	_____	_____
Address	_____	_____
Home Phone	_____	_____
Work Phone	_____	_____

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