

# **NEW 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 TO.
4. GIVE US A PHONE NUMBER (CELL, NEW HOME, ETC) IN CASE WE NEED TO CONTACT THEM.
5. IF POSSIBLE, CONTACT THE NEW OWNERS, TO LET THEM KNOW THAT THEY NEED TO CALL US IMMEDIATELY TO HAVE WATER SERVICE RE-ESTABLISHED.
6. SIGN MEMBERSHIP CERTIFICATE AND SURRENDER TO CORPORATION.

## **NEW OWNERS NEED TO DO THE FOLLOWING:**

1. ALL PERSONS LISTED ON THE WARRANTY DEED NEED TO FILL OUT OUR REQUIRED PAPERWORK.
2. GIVE US A COPY OF WARRANTY DEED (WHICH THEY WILL RECEIVE AT CLOSING)
3. PAY A \$25 TRANSFER FEE AND A \$25 SERVICE FEE TO HAVE WATER SERVICE ESTABLISHED IN THEIR NAME.
4. MAKE SURE IT'S UNDERSTOOD THAT COMPLETE TRANSFER WILL OCCUR ONLY AFTER PREVIOUS OWNER(S) HAS PAID THEIR FINAL BILL OR NEW OWNER(S) SUPPLIES A \$100 MEMBERSHIP FEE.

**S.S. WATER SUPPLY CORPORATION**  
**TRANSFER ACCOUNT NOTICE**

**SUBJECT: Procedure Notice to New Owners**

**I(We) understand that the Membership on Account \_\_\_\_\_ WILL NOT be transferred into my (our) name(s) until the previous owner pays their final bill in full and executes the paperwork needed to complete the transfer. If the previous owner fails to complete their transfer obligations, I(we) understand that SS Water must liquidate the previous owner's \$100 Membership Fee to recover monies owed to the Corporation. If the previous owner(s) membership is liquidated, I(we) must supply a \$100 membership fee instead of the \$25 Transfer Fee. Additional \$75 will need to be paid by new member.**

**I (we) understand that water service to our new property WILL BE temporarily interrupted if my (our) completed Membership application and Warranty Deed are not on file with SSWSC at such time that overdue accounts are locked due to delinquency. I acknowledge my (our) understanding that delinquent accounts are locked on the 23<sup>rd</sup> of each month or the next regular business day following a holiday or if the 23<sup>rd</sup> falls on a Friday or weekend. (See Note #1)**

\_\_\_\_\_  
**New Owner Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**New Owner Signature**

\_\_\_\_\_  
**Date**

**\*\*Note #1-SSWSC has no way of knowing when a property has changed hands without either the previous owner notification for a final reading and/or the prospective new owner providing a new Membership application and Warranty Deed showing proof of ownership. Without this information, SSWSC will assume that the property still belongs to the previous owner and the water service will be locked for delinquency as specified above when the account is past due.**