

**RURAL WATER DISTRICT NO. 3
MAYES COUNTY, OKLAHOMA**

241 W Main Street ◻ Post Office Box 279 ◻ Disney, Oklahoma 74340
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GUIDELINES FOR TRANSFERRING BENEFIT UNITS

The Benefit Unit granting the right to water service is assigned to the property it serves and shall follow the title of the land. When a property changes ownership an Application for Membership, Assignment of Benefit Unit and a Water User's Agreement must be submitted to the Water District Office. It will be the responsibility of the new owner to provide proof of ownership by a copy of the deed or contract of deed. It is the previous owner's responsibility to notify the District of the closing date in order to read the meter for the final billing. Until the transfer is complete the previous owner is responsible for all water used and will be billed accordingly. No Benefit Unit will be transferred until all charges against the Benefit Unit are paid in full. If the transfer requirements are not met prior to closing the service will be locked and will not be restored until the paperwork is complete.

NOTE: Rural Water Dist. No. 3 does not bill renters and will not mail multiple bills. The Benefit Unit cannot be transferred unless the property ownership changes. The Benefit Unit remains in the property owner's name and the owner is responsible for all charges associated with the Benefit Unit.

A deposit in the amount of \$40 from the new owner is required at the time of the transfer.

Instructions for completing the transfer:

1. The new owner needs to verify information, sign, and initial the Application for Membership.
2. Both parties must sign the Assignment of Benefit Unit form.
3. The new owner must sign the Water User's Agreement.
4. All forms, the \$40 deposit*, and a copy of the deed must be returned to the District Office in person, by e-mail, or mail. *The \$40 deposit must be in cash or by check.

A by-law booklet will be provided to the new owner at their request.