



New Property Owner Water/Sewer Account Transfer Application

I/We request to make a transfer of the following water/sewer department account from the previous lot owner into my/our name. I/We agree to follow all rules and regulations of the municipality pertaining to the use of such water and if applicable, sewer services.

**** A COPY OF THE DEED IS REQUIRED FOR VERIFICATION OF OWNERSHIP ****

Name of Applicant: _____

Mailing Address: _____

Home Telephone #: _____ Work Telephone #: _____

Lot #: _____ Subdivision: _____

Email Address: _____

Physical Address: _____

Previous Owner: _____

Property Purchase Sale Date: _____

By signing below, I/We understand and agree to the following:

A Two Hundred Fifty Dollar (\$250) transfer fee will apply to all accounts. New water customers monthly rate shall be \$42.67 per month for one year. **TOA Billing Procedure:** The legal property owners are responsible for the utility billing. TOA can/will transfer billings into Renter's name, **upon written authorization of the legal property owner.** Bills will be computed and mailed to all customers no later than the fifth (5th) day of the month. Payment will be due on the Twenty-Fifth (25th) day of the month. Payments received after the billing cycle will be assessed a five dollar (\$5) late charge. **All billing is in arrears.** (For example, January's water/sewer usage is billed the beginning of February.) A property owner will be advised of disconnect/shut off orders within ten (10) days of disconnection. Please note a sixty dollar (\$60) disconnect fee will apply if services are disconnected. Service will be reinstated upon request by the legal property owner and payment of all amounts due, plus a sixty-dollar (\$60) reconnection fee will be charged.

Reference: Ordinance #245

Applicant Signature: _____ Date: _____

Check #: _____ Account Number: _____

Meter Read _____ Date of Read _____ Meter Read (1 Year) _____ Date of Read _____

TOA Notes: