

## Membership Transfer Agreement

Please be notified that I, \_\_\_\_\_, hereafter called "Seller" authorize the **Ricardo Water Supply Corporation** to transfer my membership account, # \_\_\_\_\_, and my membership, capital contribution and tap fees to \_\_\_\_\_ (Buyer) as of the effective date of \_\_\_\_\_. I have provided the contact information of the Buyer.

As the Seller, I agree to the following:

- That a coordinated effort is made between the Seller and the Buyer to complete the transfer.
- A recorded deed is required from the Buyer before service is opened in their name.
- If the Buyer cannot provide a recorded deed by the transfer date, the transfer will be considered null and void. The Seller's membership will be cancelled and the membership less any outstanding balance due the Corporation will be refunded to the Seller. A final reading will be taken, the meter will be removed and additional fees will be required from the Buyer before service is restored.

The transfer date can be extended by Seller entering into an Alternate Billing Agreement. Entering into an Alternate Billing Agreement will avoid interruption of service until the recorded deed is received and the Buyer's membership is complete. If Seller signs the Alternate Billing Agreement, Seller agrees that membership and financial responsibility remain in Seller's name until all documentation required for transfer of the membership is received from Buyer.

I have / have not (circle one) attached a signed Alternate Billing Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Seller's New Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Buyer's Name & Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_