

# **RURAL WATER DISTRICT NO. 1**

## **PAWNEE COUNTY, OKLAHOMA**

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### **ACCOUNT CHANGE POLICY**

#### **ADDITIONS**

Only two names are allowed on an account for membership and billing purposes, by default the property owner will be listed for membership and billing purposes unless the member designates a tenant for billing. Any additions made after the initial application are subject to a \$50 fee unless the addition is a spouse. Any two individuals may be listed on the account, and both individuals have the same authority over the account, however membership only carries one vote regardless of the number of individuals listed on an account. With the exception of a spouse, no additions may be made unless all fees are current including the deposit. Any additions made will require the account holders to sign new paperwork.

#### **REMOVALS**

Any individual may remove themselves from an account by contacting the Water Office, once removed, they cannot be re-added without the permission of the remaining account holder. Any account holder that is removed, while a joint account holder remains, is relieved of any obligation to any balance due on the account but also forfeits any claim to the deposit held on account, if no account holder remains any balance due will be deducted from the deposit. An account holder may remove the other account holder by contacting the water office.

#### **CHANGE OF OWNERSHIP**

In any case where the property changes ownership the new property owner must fill out the required paperwork and pay all fees including the past due amount, deposit, transfer fee, and reconnect fee. Documentation of ownership will be requested if the Water Office is unable to verify ownership.

#### **SPECIAL CIRCUMSTANCES**

In some cases, situations may arise that are not addressed directly by this policy, those situations will be handled on a case-by-case basis, additional documentation may be requested and/or Board resolution sought.