

Transfer Service with RCWSC

Transfer of existing service to another RCWSC member is \$50. If there is any prior debt owed or final bill for the account, it must be paid before service can be transferred.

Service agreements (the Service Application) are made with the new property owner(s) and proof of ownership is required, typically in the form of a deed. The Service Application document can be found on our website, rcwsc.com, and needs to be signed in person at our office. If that is not feasible, a notarized signature is required.

If there will be renters or occupants (instead of the new property owners) using the water, a Service Application is needed for them also. If the property owner chooses to have bills sent directly to an occupant, an Alternate Billing Agreement will be needed and a deposit will be required.

A right-of-way utility easement is required and must be filed with the county courthouse. The easement document must be notarized. We have notaries available and can file this for you. The courthouse charges a \$30 fee to record the easement.

Steps to Get Started**

Provide copy of Property Deed

Fill out a Service Application & sign in front of RCWSC representative or a notary

Provide signed & notarized utility easement

Provide check payable to RCWSC for transfer and document recording fees

****New owner paperwork listed above is needed within ten (10) business days after property sale date to avoid an interruption in water service and additional fees****