

RURAL WATER DISTRICT NO. 1

PAWNEE COUNTY, OKLAHOMA

1061 N. Peninsula Dr. E.
Cleveland, OK 74020

Telephone: 918-243-5451
Fax: 918-243-7697
Email:pcrwd1@cimtel.net

TRANSFER POLICY

Addition of Account Holders

Only two names are allowed on an account for billing purposes. Any additions made after the initial application are subject to a \$50 transfer fee. Any two individuals may be listed on the account and both individuals have the same authority over the account. No additions may be made unless all fees are current including the deposit.

Removal of Account Holders

Any individual may remove themselves from an account by submitting a signed letter to 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 not remove the other account holder without the said account holder's written permission, if permission is granted the remaining account holder must sign new paperwork indicating the change.

Change of Ownership

In any case where the property changes ownership the new property owner must return to the office signed paperwork and pay any past due amount, the deposit, transfer fee, and unlock fee. Documentation of ownership will be requested if the Water Office is unable to verify ownership through tax records.