

# Bethel-Ash Water Supply Corp.

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## SELLING/BUYING PROPERTY THAT HAS A BETHEL-ASH WATER METER(S)

*Please read...The transfer will not be processed until ALL steps listed below have been completed by both Seller(s) & Buyer(s)*

Customers of Bethel-Ash WSC have a \$100.00 membership per meter. The membership must stay on the account as long as the meter is on the property. If the membership is refunded, the meter has to be pulled. Once a meter has been pulled, a re-service of the meter will be at a cost of \$700.00 (\$100 of that being the membership). For this reason, we suggest anyone selling property that has Bethel-Ash water service transfer their membership(s) to the new owner(s) and collect the \$100.00 per meter from the buyer(s).

### **IF YOU ARE THE SELLER, THE FOLLOWING IS YOUR RESPONSIBILITY:**

1. Notify the office at 903-675-8466 to let us know you are selling the property. We will need a forwarding address and the date to do a final read on the meter for your final bill.
2. Print a Membership Transfer Authorization form from our website (you can also pickup the form at our office), bethelashwater.com. Click on the Forms tab and print the Membership Transfer Authorization form. This form transfers your \$100 membership with Bethel-Ash WSC from you to the new property owner(s). **This form must be signed in front of a notary** (usually taken to closing for **all parties** listed on the Deed as Grantor and Grantee to sign). The **ORIGINAL form must be signed and notarized by all parties listed on the Deed & returned to Bethel-Ash WSC** (usually brought in by new owner with their Service Application).
3. Pay your final bill upon receipt. Your final bill will be sent in the form of a letter stating it is your final bill. The account will stay in your name **until the final bill is paid and the transfer is signed, notarized and returned to our office**. No final bills will be drafted. If you were setup to have your bill drafted from your checking account, the draft will be removed when a final read is done on the meter. You will need to pay the bill upon receipt of the letter.

### **IF YOU ARE THE BUYER, THE FOLLOWING IS YOUR RESPONSIBILITY:**

1. Make sure the Membership Transfer Authorization form has been signed and notarized by all parties listed on the Deed as Grantors & Grantees. The original signed and notarized form must be returned to Bethel-Ash WSC. The account cannot be transferred without the **completed, signed, & notarized** Membership Transfer Authorization.

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The cost to transfer a membership is \$50.00 paid by the buyer of the property to Bethel-Ash WSC. If the seller wants their \$100 membership refunded, you will need to pay \$100 directly to the seller. **The buyer of the property will be responsible for paying the seller the \$100 membership. If BAWSC were to refund the membership to the seller, the meter would have to be pulled and the new owner would have to pay for a re-service at a cost of \$700.00.**

2. Print and complete a **Service Application** from our website. Applicant and Co-applicant refer to all parties listed on the Deed. **Anyone listed as a Grantee must sign the Service Application.** The first person listed on the Deed is the Applicant, anyone else is considered Co-Applicant(s).

3. Bring a **copy** of your Deed with your **COMPLETED** Membership Transfer Authorization, & Service Application. Incomplete paperwork will not be accepted.

4. Pay Bethel-Ash WSC a \$50.00 transfer fee in the form of check or money order.  
**NO CREDIT/DEBIT CARDS OR CASH TAKEN AT THE OFFICE.**

*\*\*To avoid an interruption in service, please have all original paperwork to Bethel-Ash WSC within 10 days from the date of the closing on the property.\*\**

***Please allow 30 min prior to the office closing to process completed paperwork  
Incomplete paperwork will NOT be accepted.***

**Office Hours Mon – Fri 7:30am - 12:30pm & 1:30pm – 3:00pm**

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## MEMBERSHIP TRANSFER AUTHORIZATION

Transferor hereby surrenders Membership to Bethel-Ash WSC. Water service rights granted by Membership and other qualification hereby cease contingent upon further qualification of the Transferee in accordance with the policies of the Bethel-Ash WSC.

By execution hereof, the undersigned hereby acknowledges that the Membership Transfer complies with the terms of one of the following items (1) through (4), thereby qualifying for transfer of Membership in accordance with the laws of the State of Texas.

- (1) The Membership is transferred by will to a person related to the Transferor within the second degree by consanguinity; or
- (2) The Membership is transferred without compensation to a person related to the Transferor within the second degree by consanguinity; or
- (3) The Membership is transferred without compensation or by sale to the Corporation; or
- (4) The Membership is transferred as a part of the conveyance of real estate from which the Membership arose.

Transferee understands that qualification for Membership is not binding on the Corporation and does not qualify Member for continued water service unless the following terms and conditions are met:

- (1) This Membership Transfer Authorization Form is completed by the Transferor and Transferee;
- (2) The Transferee has completed the required Service Application & Agreement Packet;
- (3) All indebtedness due the Corporation has been paid;
- (4) The Transferee demonstrates satisfactory evidence of ownership of the property designated to receive service and from which the Membership originally arose; and
- (5) Any other terms and conditions of the Corporation's Tariff are properly met.

*Note: A processing fee of \$50.00 is charged to the Transferee on all transfers payable by check or money order to Bethel-Ash WSC. No cards or cash taken at the office.*

***ALL PARTIES LISTED ON THE DEED MUST SIGN THIS FORM IN FRONT OF A NOTARY***

***\*\*\*PLEASE RETURN ORIGINAL FORM TO BETHEL-ASH WSC\*\*\****

Account Number \_\_\_\_\_ Final Reading \_\_\_\_\_ Reading Date \_\_\_\_\_

Address of Meter \_\_\_\_\_

\_\_\_\_\_  
Transferor's Name (Seller)

\_\_\_\_\_  
Transferee's Name (Buyer)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Cell Phone

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Signature of Transferor (Seller)

Signature of Transferee (Buyer)

Signature of Transferor (Seller)

Signature of Transferee (Buyer)

## NOTARY ACKNOWLEDGEMENT For Seller(s)

The State of \_\_\_\_\_

County of \_\_\_\_\_

IN WITNESS WHEREOF the said Transferor and Transferee have executed this instrument this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

BEFORE ME, the undersigned, a Notary Public in and for said County and State, on this day personally appeared \_\_\_\_\_ . Known to me to be the persons whose names are subscribed to the foregoing instrument, and acknowledge to me that they executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public in and for

\_\_\_\_\_ County

\_\_\_\_\_ State

Commission expires \_\_\_\_\_

(SEAL)

## NOTARY ACKNOWLEDGEMENT For Buyer(s)

The State of \_\_\_\_\_

County of \_\_\_\_\_

IN WITNESS WHEREOF the said Transferor and Transferee have executed this instrument this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

BEFORE ME, the undersigned, a Notary Public in and for said County and State, on this day personally appeared \_\_\_\_\_ . Known to me to be the persons whose names are subscribed to the foregoing instrument, and acknowledge to me that they executed the same for the purposes and consideration therein expressed.

GIVEN UNDER MY HAND AND SEAL OF OFFICE THIS \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public in and for

\_\_\_\_\_ County

\_\_\_\_\_ State

Commission expires \_\_\_\_\_

(SEAL)