

TRANSFER OF WATER SERVICE

Owners: Complete Section A and C

Tenants: Complete Section B and C

Section A

I/We are the (select one) Purchasing Owner Selling Owner

the property will be (select one) owner occupied used as a vacation rental

Section B

I/We are the (select one) Vacating Tenant Occupying Tenant

Section C

Date sold/vacated ____ / ____ / ____

Date purchased/occupied ____ / ____ / ____

Property address: _____

Name(s): _____

Mailing Address: _____

City

State

Zip

Telephone number: (____)____-_____

Cell number:(____)____-_____

email address: _____

For those selling/vacating the property: If you move during the month your water will be pro-rated for the days following document signing/surrendering keys to the landlord and funds will be returned to you to the address you provide.

For those purchasing/occupying the property: Water will be prorated for the days following document signing/obtaining keys from the landlord. You will be charged a \$50 transfer of service fee. If you would like to sign up for ACH processing please complete the ACH Authorization.

Please complete this form and email to bbwd.office@gmail.com or mail to PO Box 576, Newport, Oregon 97365. If you have any questions or concerns either call (541) 265-8083 or email bbwd.office@gmail.com

Non-Description Statement

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