

# Cancel versus Transfer

## Ricardo Water Supply Corporation

If you no longer require water service, there are two (2) options for you to consider: 1) Cancel or 2) Transfer your membership. Regardless of whether you decide to cancel or transfer your membership, if you are a Seller and the Buyer needs service, there will need to be a coordinated effort as described below.

### **CANCELLATION:**

Situation 1: If your property no longer requires service, you can complete a Cancellation Form authorizing (a) cancellation of your membership, (b) a refund of your membership fee – less any owed balance, and (c) the effective final meter reading date and removal of the meter.

Situation 2: If you no longer require service BUT you are selling the property and the BUYER is requiring service, you can complete a Cancellation Form in order to (a) cancel your membership, (b) request a refund of your membership fee – less any owed balance, (c) authorize an effective date for the final meter reading, and (d) authorize the meter to stay in place. You must also sign an Alternate Billing Agreement, which will allow the BUYER'S to receive service until the Proof of Ownership (recorded deed) is received and the BUYER'S membership process is complete.

**TRANSFER:** (There are NO refunds & Buyers pay a \$25.00 transfer fee.):

If you no longer require service BUT you are selling the property and the BUYER needs service, you can complete a Transfer Form in order to (a) TRANSFER your membership to the BUYER, (b) agree to pay any outstanding balance, (c) authorize an effective date for the final meter reading, and (d) authorize the meter to stay in place. You must also sign an Alternate Billing Agreement. This Agreement will allow the BUYER to receive service until the Proof of Ownership (recorded deed) is received and the BUYER's membership process is complete.

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**Ricardo Water Supply Corporation**  
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Kingsville, TX 78363



***Ready to Apply for Service?***

***Call: (361) 592-3952***

***for an Appointment***