

# Cancel versus Transfer

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## 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  
2302 E. Sage Road  
Kingsville, TX 78363



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

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

***for an Appointment***

## Membership Cancellation Form

Ricardo Water Supply Corporation  
2302 E. Sage Road  
Kingsville, Texas 78363

To Whom It May Concern:

Please be notified that I, \_\_\_\_\_, hereinafter called "Seller", no longer require my membership account, # \_\_\_\_\_, as of the effective date of, \_\_\_\_\_ . I request a refund of my membership fee. I understand that any outstanding amounts due on my account will be deducted from my refundable membership fee. I also understand that future water service must be done by application to the Corporation by the owner of the property to which the membership pertains and that the cost of servicing the property will be based on the reservice fees in effect at the time of the request.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

### Fill out ONLY if property is currently being purchased.

*Please provide the Buyer's address so an information packet can be provided. Our office asks that a coordinated effort be made between the Seller and Buyer to continue the service. A recorded deed will be required from the Buyer before service is opened in their name. If the Buyer cannot provide a recorded deed by the effective date shown above, the meter will be removed and additional fees will be required from the Buyer. The effective date shown above can be extended until the Buyer provides a recorded deed by you signing an Alternate Billing Agreement. If you sign an Alternate Billing Agreement your membership and financial responsibility will remain in effect until the Buyer provides a recorded deed and Buyer has become a member. What would you like to do? Please check one box.*

- The effective date may be extended and water service may continue under my membership until the Buyer is able to provide a recorded deed and become a member. I have attached a signed Alternate Billing Agreement. I agree that my account will be canceled once Buyer has become a member.*
- Take a final reading and pull meter and cancel my membership as of the effective date.*

Seller's New Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Buyer's Name and Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Seller's Signature

\_\_\_\_\_  
Printed Name

Revised 07-20

\_\_\_\_\_  
Date

# Membership Transfer Agreement

Please be notified that I, \_\_\_\_\_, hereafter called "Seller" authorize the **Ricardo Water Supply Corporation** to transfer my membership account, # \_\_\_\_\_, and my membership, capital contribution and tap fees to \_\_\_\_\_ (Buyer) as of the effective date of \_\_\_\_\_. I have provided the contact information of the Buyer.

As the Seller, I agree to the following:

- That a coordinated effort is made between the Seller and the Buyer to complete the transfer.
- A recorded deed is required from the Buyer before service is opened in their name.
- If the Buyer cannot provide a recorded deed by the transfer date, the transfer will be considered null and void. The Seller's membership will be cancelled and the membership less any outstanding balance due the Corporation will be refunded to the Seller. A final reading will be taken, the meter will be removed and additional fees will be required from the Buyer before service is restored.

The transfer date can be extended by Seller entering into an Alternate Billing Agreement. Entering into an Alternate Billing Agreement will avoid interruption of service until the recorded deed is received and the Buyer's membership is complete. If Seller signs the Alternate Billing Agreement, Seller agrees that membership and financial responsibility remain in Seller's name until all documentation required for transfer of the membership is received from Buyer.

I have / have not (circle one) attached a signed Alternate Billing Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Seller's New Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Buyer's Name & Address  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ALTERNATE BILLING AGREEMENT**

**FOR SALE OF PROPERTY**

NAME: \_\_\_\_\_

METER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ACCT. #: \_\_\_\_\_

\_\_\_\_\_

As the Seller, I hereby authorize **Ricardo Water Supply Corporation** to send all billings on my account to the Buyer, whose name and address is listed below until the Buyer provides a recorded deed and Buyer becomes a member.

Buyer's name and address:

*c/o* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I understand that under this agreement that I will be given notice by the Corporation prior to meter removal and cancellation of membership.

I also understand that I am responsible to see that this account balance is kept current, as is any other Member of the Corporation. Should this account remain delinquent, water service will be subject to termination under the policies of the Corporation, and shall not be reinstated until all debt on the account has been retired.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date Tenants Move In