

# MILLSAP WATER SUPPLY CORP.

Mailing Address:  
P.O. Box 158  
Millsap, TX 76066

Street Address:  
107 Fairview Rd.  
Millsap, TX 76066

Phone: 940-682-4416

## Membership Process Instructions

The process of transferring a membership when the property, with an existing tap, has changed ownership, requires the following fees, documents and forms. Millsap Water Supply Corp. needs this process to be completed within 90 days. Please contact the corporation office before the end of the 90 days to discuss delays and/or other arrangements.

**Current Member/Seller:** must provide MWSC with 1) their forwarding contact information; 2) the final date the property is in their possession so that a final read can be taken; 3) payment of any debt with MWSC through the date of their possession; 4) their signature on the completed transfer form to release the membership to the new owner(s). Bills will be sent to the seller until all of the above have been completed.

**Buyer:** The process of acquiring a membership when you have purchased property with an existing tap requires the following fees, documents and forms.

Please note: 1) If the Buyer is a business, other documents may be required. 2) If this involves an estate, documents regarding Power of Attorney, Heirship, Certificate of Death or Will, etc. may be required. 3) MWSC reserves the right to require any additional information, documents and/or forms as needed to complete this process. 4) Please note, if this property is going to be used as a rental property and you want someone other than the member to be billed, please request a customer transfer. However, also note that the member is ultimately responsible for any balance left on the customers/members account.

Acct # \_\_\_\_\_

Service Address: \_\_\_\_\_

Complete	Date complete at MWSC	Document(s) and Form(s) Required	Note about required
----------	-----------------------	----------------------------------	---------------------

- |                          |       |                                  |                                                                                                                                                                                                                                                     |
|--------------------------|-------|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | _____ | A Recorded Deed or Warranty Deed | This must be recorded at the county                                                                                                                                                                                                                 |
| <input type="checkbox"/> | _____ | B Membership Transfer Form       | Signature from all parties on Deed/Warranty Deed is required.                                                                                                                                                                                       |
| <input type="checkbox"/> | _____ | C Right of Way Easement          | Signature from all parties on Deed/Warranty Deed must be notarized.                                                                                                                                                                                 |
| <input type="checkbox"/> | _____ | D Service Agreement              | Signature from all parties on Deed/Warranty Deed is required.                                                                                                                                                                                       |
| <input type="checkbox"/> | _____ | E Driver's License or State Id   | A copy of this will be needed from all parties on Deed/Warranty Deed. , is preferred but we will at least need to see card(s) for verification. Or if unavailable a current, valid picture ID issued by a recognized state or country is acceptable |
| <input type="checkbox"/> | _____ | F Membership Transfer Fee        | See attached MWSC Fees sheet                                                                                                                                                                                                                        |
| <input type="checkbox"/> | _____ | G Reconnect Fee, if disconnected | See attached MWSC Fees sheet                                                                                                                                                                                                                        |