

INSTRUCTIONS FOR COMPLETING WATER/SEWER FINAL REQUEST FORM

Please complete all fields.

- **CONNECTION VALIDATION SURVEY REQUIRED FOR RELEASE**

ATTENTION: A MAWSA connection validation survey is REQUIRED. Without a current survey on file, MAWSA will issue an escrow request of \$3,000 until a passed survey is obtained. Repairs may or may not be covered by this escrow. These are required in order to bring potential items to your attention, as they may result in additional escrows. In light of this, please remit this form at least 10 days prior to the settlement date. Early submissions are accepted.

- **Please complete ALL fields.**

The provided information will be used to create the Buyer's new account with MAWSA. Phone numbers or emails are important to have in case of a water emergency. All water utilities in Pennsylvania are required to attempt to notify their customers by telephone. Please be sure to give the buyer the "Registration for Water & Sewer Billing, New Customer Form" so that we may set-up their account and make them aware of some of our terms of service.

PLEASE COMPLETE REVERSE AND RETURN TO MAWSA

A MAWSA representative will contact the listed Realtor, or owner, regarding the connection validation survey upon submission.

Page 1 - instructions

Page 2 - submitted to MAWSA by party processing closing

Page 3 and 4 - submitted by buyers to MAWSA at closing (may be returned with final payment)



Water/Sewer Final Request Form-SURVEY REQUIRED FOR RELEASE

Deeded property owners are accountable to adhere to the Rules and Regulations of the Authority as terms of service. This is an opportunity to make all parties aware of possible violations thereof so that all parties may agree on a course of action prior to closing, as they may result in repairs or escrows. Connection validation surveys are valid for 90-days, or upon a transfer. **This form must be submitted at least 10- days before closing in order to accommodate scheduling.** Form submission contact assumes responsibility for collection of the funds requested by the date listed herein. Without a current survey on file, MAWSA will issue an escrow request of \$3,000 until a passed survey is obtained. Repairs may or may not be covered by this escrow.

Submission Date	Settlement Date
Transferring Company Name	Address
Contact	Phone Number Cell Number
Email	Lancaster County Tax Parcel Number

Property Address
Owner/Seller Contact Information (See "Important Notice" below)

Owner/Seller	Realtor Name	Realtor Number
Phone Number	Realtor Email	

Buyer Contact Information (This information will be used to create buyer's account)

Buyer Name	Joint Account Holder	
Billing address (where MAWSA will mail statements)		
Mobile Phone	Home Phone	Billing Preference (email, fax, post)

Email Address(es)
 Buyer's Intended Use Type: Residential Commercial Rental, Number of Units: _____

BELOW IS FOR MAWSA USE ONLY

Service Dates	Meter Readings	Gallons
Water Base Rate: _____		
Sewer Base Rate: _____		
Water Use: _____		
Sewer Use: _____		
Fire Protection: _____		
Water Loan: _____		
Sewer Loan: _____		
Previous Balance: _____		
Account Owner Transfer Fee*: _____		
	*Per Location	

IMPORTANT NOTICE
 Deeded property owners are held accountable to adhere to the Rules and Regulations of the Authority as terms of service. By submitting this form, you agree that the funds indicated by MAWSA, for submitting a final invoice, will be collected and submitted by the above noted entity. The end responsibility will be that of the company and/or contact listed therein.

Required MAWSA Water/Sewer Survey
Status PASS / FAIL
 Current Revenue Class on file: _____
 EDUs on Parcel: _____
 Water allowance 165.1 gallons per day per 1 EDU
 Sewer allowance 225.0 gallons per day per 1 EDU

Total Due/date: _____
 Past due finals are subject to penalty per current rate schedule

REGISTRATION FOR WATER & SEWER BILLING, NEW CUSTOMER FORM

Service Address _____

Ownership & Mailing

Property owners are responsible for ensuring that monthly billing statements issued for water and sewer services at the property are paid in full by the due date listed on the bill. Charges for water and sewer services are considered a true lien against the property until paid in full.

The property owner will receive a copy of the monthly billing statement. The property owner can choose to have the monthly billing statement delivered to another address by using 'alternate' mailing information on the reverse side of this form.

A property owner can choose to send a duplicate copy of the bill to another name and address if they check the 'duplicate address' box on the reverse side of this form and provide their address, phone numbers, and email. For example, a property management company.

If the property is a rental, copies will be mailed to the current tenant regardless of any lease agreement or payment arrangements made between you and the tenant. Statement copies provided to the tenant by MAWSA, and the acceptance of payments from any party, is not to be construed as terms for MAWSA to collect or settle disputes on the owner's behalf under any circumstances, and does not obligate or create a service agreement between MAWSA and the tenant.

Payments

The Authority accepts the following payments in the office; check, money order, ACH (bank draft), E-Check, and Credit/Debit Card payments. Making an ACH (bank draft) payment is FEE FREE! If you choose to pay with a credit/debit card our processing company collects \$4.95 per credit/debit card payment. We can also take ACH (bank draft) payments and credit card payments over the phone. To do a phone payment, you will need your MAWSA account number. After hour drop boxes are conveniently located on both porches at 18 E. High Street. Payments of check, cash, or money orders are also received at Ephrata National Bank, 1 Penryn Road, Manheim, PA 17545, with drive up access available.

At this time tenant copy accounts cannot be utilized for automatically withdrawn payments. MAWSA and our providers are aware that this feature is desired, and a solution is being pursued.

Check the box below and sign:

I affirm I am the owner of the above property and understand that MAWSA will deliver water (and sewer bills) and other communications to the Service (Property) Address shown on reverse side of this form. I acknowledge that charges issued against the property must be paid in full by the due date listed or additional charges will be imposed. I understand if someone other than a MAWSA employee damages the meter, transmitter, or curb stop, the customer on record will be responsible.

Signature of Owner/Date

Signature of Joint Account Holder/Date

Print

Print

**PLEASE HAVE BUYER COMPLETE BOTH SIDES
AND RETURN TO MAWSA AT CLOSING
Alternate Mailing Address and Tenant Information section on reverse.**

REGISTRATION FOR WATER & SEWER BILLING, NEW CUSTOMER FORM

Service Address _____

Alternate address:

Duplicate Address:

Name

Name

Street Address

Street Address

City State Zip

City State Zip

TENANT INFORMATION*

Check here if the unit will be vacant, and there is/are no tenant(s) at this time

Tenant Name and Unit if Applicable

Additional Residents (over 18)

Phone

Cell Phone

Email

Tenant Name and Unit if Applicable

Additional Residents (over 18)

Phone

Cell Phone

Email

Tenant Name and Unit if Applicable

Additional Residents (over 18)

Phone

Cell Phone

Email

Tenant Name and Unit if Applicable

Additional Residents (over 18)

Phone

Cell Phone

Email

*Property owners assume the responsibility of notifying their tenants of any phone call notification. The Authority will attempt to contact tenants whose information has been furnished to the Authority.

Signature of Owner/Date

Signature of Joint Account Holder/Date

Print

Print