

**INSTRUCTIONS FOR COMPLETING WATER/SEWER FINAL REQUEST FORM**  
**Please complete all fields.**

Page 1

Instructions

Page 2

Submitted to MAWSA by party processing closing

Pages 3 and 4

Submitted by buyers to MAWSA at closing

May be returned with final payment

- **CONNECTION VALIDATION SURVEY REQUIRED FOR RELEASE**

ATTENTION: A MAWSA connection validation survey is REQUIRED if a passed status has not been obtained within the past 2-years. Without a current survey on file, MAWSA will request the closing company hold an escrow of \$3,000 until a passed survey is obtained. Repairs may or may not exceed the value of 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 as early as possible.**

- **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 PAGE 2 AND RETURN TO MAWSA**

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



**REGISTRATION FOR WATER & SEWER BILLING, NEW CUSTOMER FORM**

**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 page 4.

A property owner can choose to send a duplicate copy of the bill to another name and address if they check the 'duplicate owner copy 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), 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 a \$2.50 or 2% processing fee. 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.

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**SERVICE LOCATION (PROPERTY) ADDRESS**

**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 page 4. 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 PAGES 3 AND 4  
 AND RETURN TO MAWSA AT CLOSING  
 Alternate Mailing Address and Tenant Information section on page 4.**

**REGISTRATION FOR WATER & SEWER BILLING, NEW CUSTOMER FORM**

**Service Location (Property) Address**

**Owner mailing address:**

**Duplicate Owner Copy Address:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City                      State                      Zip

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City                      State                      Zip

**TENANT INFORMATION\***

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

Check for tenant(s) **not** to receive a bill copy

\_\_\_\_\_  
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