

## 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 5-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.



**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 5-years.

**Please submit this form as soon as possible to accommodate scheduling of your survey.**

Form submission contact assumes responsibility for collection of the funds requested by the date listed herein.

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 escrow amount.**

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**

Charges

\$ \_\_\_\_\_ prev. bal. + acct transfer fee (per location)

\$ \_\_\_\_\_ charges from last bill through requested final date

Total Due \$ \_\_\_\_\_

By \_\_\_\_\_

Past due finals subject to penalty per current rate schedule

**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 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

**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 check and money order in the office. After hour drop boxes are conveniently located on both porches at 18 E. High Street. Making an ACH (bank draft) payment via our autopay system (sign up at <https://mawsa.epayub.com/>) or your financial institution's online banking is FEE FREE! 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.

If you choose to pay with a credit/debit card, or echeck, our processing company collects a \$2.50 or 2.5% fee. To do a phone payment, you will need your MAWSA account number. The same fees will apply.

Owners wishing tenants to use the autopay feature will need to requested an "alternate" account to assign an account number to the tenant so that the autopay does not affect all locations owned by the owner.

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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.

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Signature of Owner/Date

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Signature of Joint Account Holder/Date

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Print

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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