Email: info@mawsa.org

MANHEIM AREA WATER & SEWER AUTHORITY

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.

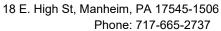
In light of this, please remit this form <u>as early as possible</u>.

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.



Email: info@mawsa.org



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.**

01					
Submission Date	Settle	Settlement Date			
Transferring Company Nam	e Addre	ess			
Contact	Phon	e Number	Cell Number		
Email	Lanca	Lancaster County Tax Parcel Number			
Property Address Ow	ner/Seller Contact Information	(See "Important No	otice" below)		
Owner/Seller	Realt	or Name	Realtor Number		
Phone Number Buyer Co	Realt Ontact Information (This information	or Email will be used to cre	ate buyer's account)		
Buyer Name	Joint	Joint Account Holder			
Billing address (where MAW	VSA will mail statements)				
Mobile Phone	Home Phone	Billing Preference (email, fax, post)			
Email Address(es) Buyer's Intended Use Type:	: □Residential □Con BELOW IS FOR MAWS		ntal, Number of Units:		
Charges prev. bal. + acct transfer fee (per location) charges from last bill through requsted final date		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			
Total Due \$		collected and submitted by the above noted entity. The end responsibility will be that of the company and/or contact listed therein.			
	penalty per current rate schedule	Required MAWSA Survey Status PASS FAIL			
	on file: EDUs on I				



Email: info@mawsa.org



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

Print

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.

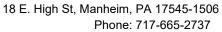
	LOCATION (PROPERTY) ADDRESS
Check the box below and sign:	
other communications to the Service (Propert the property must be paid in full by the due da	ty and understand that MAWSA will deliver water (and sewer bills) and y) Address shown on page 4. I acknowledge that charges issued agains te listed or additional charges will be imposed. I understand if someone meter, transmitter, or curb stop, the customer on record will be

PLEASE HAVE BUYER COMPLETE PAGES 3 AND 4

AND RETURN TO MAWSA AT CLOSING

Print

Alternate Mailing Address and Tenant Information section on page 4.



MANHEIM AREA WATER & SEWER AUTHORITY

Email: info@mawsa.org

REGISTRATION FOR WATER & SEWER BILLING, NEW CUSTOMER FORM

	Service Locatio	n (Property) Address		
\square Owner mailing address:	□Duplic	☐ Duplicate Owner Copy Address:		
Name		Name		
Street Address		Street Addre	ess	
City State	Zip	City	State	Zip
	TENANT INF	ORMATION*		
Check here □ if the unit will be	vacant, and there	is/are no tenant(s)	at this time	
☐ Check for tenant(s) <u>not</u> to rece	eive 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 res Authority will attempt to contact t				
Signature of Owner/Date		Signature of	Joint Account Holder/Date	
Print		Print		