Membership Transfer Agreement Directions:

1. First line is for what date the transfer has/is taking place.
2. Top portion is the current property owners’ information and signature. This is stating that the property owner knows that they are selling to the below party and that the bill to the property is paid current.
3. Bottom portion is that of the purchaser(s) information and signature. This is stating who has purchased the property and is now responsible for the bill of the property. The purchaser has to pay $\_50.00\_\_ transfer fee, has to have a copy of the deed with their name(s) and property’s legal description on it (not needed if renting or leasing), a copy of their driver’s license(s), septic paperwork, civil rights paperwork, easement paperwork and if desired auto bank draft paperwork, to be put on file in the RWD #4 office.
4. All above information has to be on file and approved by the Board of Directors.
5. Allow one month for Board approval, as they only convene the 2nd Tuesday of each month.

**OFFICE NEEDS:**

* **Copy of deed with legal description and new owners name (not needed if renter or leasing property)**
* **Copy of drivers’ license**
* **$50 transfer fee**