Rural Water District #4, Okmulgee County

20270 Hwy 52

Morris, OK 74445

PH: 918-733-2441; FAX: 918-733-2445

E-mail: ruralwater4@windstream.net

**Regulations for New Membership Application**

1. Application for membership must be received by the Thursday before the monthly Board meeting that is held on the 2nd Tuesday of each month.
2. Application for membership has been received it must be approved by the Board, easement executed and recorded.
3. Membership fee of $950.00 paid
4. If membership is approved a $\_30.00\_ monthly minimum payment will begin with or without meter being set.
5. Before meter can be set, we must have an approved septic system final inspection sheet in our office on a new construction. If older home, we must do a walk over of septic system before we re-instate service on a system older than 10 years. If neither of previous we would need a pasture/construction tap agreement. We also need a **copy of property owners drivers’ license** and **copy of deed or property tax payment receipt (need to have property owner(s) name and legal description.)**
6. After the conditions above are met, the District requires a 72 hour notice to schedule the time and day when they can install the meter.

RWD #4 will read your meter every month. If you have a discrepancy regarding meter reading on your bill, please contact the office 918-733-2441 and we will re-read the meter. If you disagree with our meter reading, you are welcome to read you own meter and call/send it in by the 15th of each month. You can leave reading on answering machine (please leave acct. #, name on account, meter reading and a phone number.)

* It is the customer’s responsibility to install a pressure regulator, check valve and/or an Operative Pressure Relief Valve on your hot water tank, if needed.
* We also recommend you install a shut off valve of some kind, by your house, in the case of a water emergency.
1. Customers can come in and pay in the lobby or drive thru. We have a night drop at the office for your convenience after hours. It is located on the south side of the building just east of the drive-thru window. We also have automatic bank draft (fill out correct paperwork and is set up to draft the 14th of each month or the business day before.)
2. Office hours: Monday-Friday, 8am-4pm.
3. The District observes the following holiday’s: New Year’s Day, Martin Luther King Jr. Day, President’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans’ Day, two days for Thanksgiving Holiday and two days for Christmas Holiday.

If you have any questions, please feel free to contact us by phone at 918-733-2441 or by e-mail: ruralwater4@windstream.net.

Thank you and welcome to our District.