**Regulations for Membership Transfer**

1. Application for membership transfer approved, easement executed and recorded.
2. Transfer fee paid.
3. When membership transfer is approved a $30.00 monthly minimum payment will begin with or without meter being set.
4. RWD #4 will read your meter every month (weather permitting.) In the instance of inclement weather, we will be subjected to estimate that month and read the following month. If you have a discrepancy regarding the 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 your own meter and call/send it in by the 15th of each month. You can leave your meter reading on the answering machine (please be sure to include your acct. #, name on account, meter reading and a phone number in your message.) Please, let us know if you will be reading your own meter, as we will disregard reading it monthly. We will however, read your meter quarterly, to insure maintenance is not needed with the meter and to maintain reading accuracy.

* 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 an emergency.

1. Customer can come to the office and pay in the lobby or at the drive-thru. We also have a night drop at the office for your convenience for payments made after hours. The night drop 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 on or about the 12th of each month).
2. Office hours: Monday-Friday, 8am-4pm.
3. The District observes the following holidays: New Year’s Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veterans’ Day, two days for Thanksgiving Holiday and two days for Christmas Holiday.

If you have any questions please feel free to call 918-733-2441 or e-mail: ruralwater4@windstream.net. If it is after hours, please leave a detailed message on the office answering machine and we will follow up on the next business day.