

INSTRUCTIONS FOR COMPLETING WATER/SEWER FINAL REQUEST FORM
Please complete all fields.

- **INSPECTION REQUIRED FOR RELEASE**

ATTENTION: A MAWSA water/sewer inspection is REQUIRED. Please call 717.665.2737 to schedule. MAWSA will not assume responsibility for contacting your clients. This form will not be released without a current inspection on file. Inspections 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 10 days prior to the settlement date.

- **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 REVERSE AND RETURN TO MAWSA



18 E. High St, Manheim, PA 17545-1506
 Phone: 717-665-2737
 Fax: 888-602-5300
 Web: www.MAWSA.org

Water/Sewer Final Request Form-INSPECTION 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. We ask that the anyone whom may be able to provide access to the transferring property for MAWSA to please call 717.665.2737 to schedule. An inspection may be scheduled any time. All Inspections are valid for **90-days**, or upon a transfer. This form must be submitted at least **10- days** before closing in order to accommodate scheduling. Form submission contact assumes responsibility for collection of the funds requested by the date listed herein. **Without a current inspection on file, MAWSA will issue an escrow request of \$3,000 until a passed inspection is obtained. Repairs may or may not be covered by this escrow.**

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	Property Address
Phone Number	Email

Buyer Contact Information (This information will be used to create buyer's account)

Buyer Name	Joint Account Holder	
Address (if other than service address)		
Mobile Phone & Home Phone	Fax	Billing Preference (email, fax, mail)

Email Address(es)
 Buyer's Intended Use Type: Residential Commercial Rental, Number of Units: _____

BELOW IS FOR MAWSA USE ONLY

Service Dates	Meter Readings	Gallons
Water Base Rate: _____		
Sewer Base Rate: _____		
Water Use: _____		
Sewer Use: _____		
Fire Protection: _____		
Water Loan: _____		
Sewer Loan: _____		
Previous Balance: _____		
Account Owner Transfer Fee*: _____		
	*Per Location	
Total Due: _____		

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 Water/Sewer Inspection Status/Notes: PASS / FAIL
Completion Date:
 Current Revenue Class on file: _____
 EDUs on Parcel: _____
 Gallons per day within current EDU allocation: _____

If received after _____ total is subject to penalty of the greater of \$10 or 1% of balance, and every subsequent 30-days.

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 the reverse side of this form.

A property owner can choose to send a duplicate copy of the bill to another name and address if they check the 'duplicate 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 the following payments in the office; check, cash, money order, ACH (bank draft), E-Check, and Credit/Debit Card payments. Making an ACH (bank draft) payment is FEE FREE! If you choose to pay with a credit/debit card our processing company collects \$4.95 per credit/debit card payment. We can also take ACH (bank draft) payments and credit card payments over the phone. To do a phone payment, you will need your MAWSA account number. After hour drop boxes are conveniently located on both porches at 18 E. High Street. 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.

At this time tenant copy accounts cannot be utilized for automatically withdrawn payments. MAWSA and our providers are aware that this feature is desired, and a solution is being pursued.

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 reverse side of this form. 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.

Signature of Owner/Date

Signature of Joint Account Holder/Date

Alternate Mailing Address and Tenant Information section on reverse.



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REGISTRATION FOR WATER & SEWER BILLING, NEW CUSTOMER FORM

Alternate address:

Duplicate Address:

Name

Name

Street Address

Street Address

City State Zip

City State Zip

TENANT INFORMATION*

Check here if the unit will be vacant, and there is/are no tenant(s) at this time

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