

Temporary Transfer of Service Packet

For Realtors

This packet is for transferring service to realtors for home inspections until the home is sold

**Please see new owner packets for new owners*

The following forms are included in this packet:

- **Membership Application** – Please complete the customer section
- **Membership Agreement** – Please sign and date at the bottom of the form
- **Basic Information for Customers Form** – This sheet is for your records. We do not need it to be returned to us

In addition to the forms included in this packet, we also need the following items to be submitted:

- **Payment** – We accept most major debit and credit cards, cash, check and money order. We must receive the full membership and reconnect fee, if applicable, in order to transfer the account

MEMBERSHIP APPLICATION

Morgan County Rural Water Corporation
PO Box 1575 1395 E Shore Drive
Martinsville, IN 46151
765-342-7370 MCRW.org

DATE: _____

(office to complete)

ACCOUNT #: _____

LOCATION #: _____

Member information (member to complete)

APPLICANT'S NAME: _____

SERVICE ADDRESS: _____

Martinsville, IN 46151 Mooresville, IN 46158 Monrovia, IN 46157
Eminence, IN 46125 Gosport, IN 47433 Paragon, IN 46166 Quincy, IN 47456

PHONE _____ PHONE _____ PHONE _____

EMAIL :-

(if different than service address)

BILLING ADDRESS _____

CITY _____ STATE: _____ ZIP: _____

Landlord information (member to complete)

NAME: _____ PHONE: _____

ADDRESS: _____

List of Charges for Transfers of Service

Membership fee (refundable)	\$ 200.00
Reconnect fee (non-refundable)	\$ 15.00 (if applicable)

*The reconnect fee is due if the service is currently inactive or if the new renter has not contacted MCRW prior to the final read date for the previous renter or landlord

Total Amount Due <i>without</i> installation fee	\$200.00
Total Amount Due <i>with</i> installation fee	\$215.00

COMMENTS: _____

ACCT. # _____

MORGAN COUNTY RURAL WATER CORPORATION
MEMBERSHIP AGREEMENT

THIS AGREEMENT ENTERED INTO THE DAY AND DATE HEREINAFTER INDICATED, BETWEEN THE MORGAN COUNTY RURAL WATER CORPORATION (MCRW), HEREINAFTER CALLED THE COMPANY, AND _____, A MEMBER OF THE COMPANY, HEREINAFTER CALLED THE MEMBER, WITNESSTH:

WHEREAS, THE MEMBER DESIRES TO PURCHASE WATER FROM THE COMPANY AND TO ENTER INTO A WATER USER'S AGREEMENT AS REQUIRED BY THE BY-LAWS AND RULES AND REGULATIONS OF THE COMPANY.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS, PROMISES AND SAID AGREEMENTS HEREIN CONTAINED, THE PARTIES HERETO CONTRACT AND AGREE WITH EACH OTHER AS FOLLOWS:

1. THE COMPANY SHALL FURNISH, SUBJECT TO THE LIMITATIONS HEREINAFTER PROVIDED FOR, SUCH A QUANTITY OF WATER AS THE MEMBER MAY DESIRE IN CONNECTION WITH HIS OCCUPANCY OF **PROPERTY SITUATED AT:** _____
2. THE MEMBER SHALL PAY FOR SUCH WATER AT SUCH RATES, TIME AND PLACE AS SHALL BE DETERMINED BY THE COMPANY.
3. THE COMPANY SHALL PURCHASE AND INSTALL A METER PIT, METER PIT COVER, METER SETTER WITH A CUT-OFF VALVE, AND METER AT EACH SERVICE. THE METER PIT SHALL BE INSTALLED AS NEAR AS POSSIBLE TO THE WATER MAIN BUT ON THE MEMBERS PROPERTY AND AS NEAR AS IS FEASIBLE TO THE POINT OF DESIRED USE BY THE MEMBER. THE LOCATION OF THE METER PIT SHALL BE SUCH THAT SURFACE WATER WILL NOT RUN INTO THE PIT AND AWAY FROM ANY SHRUBBERY THAT MIGHT INTERFERE WITH THE READING OF THE METER. **THE COMPANY SHALL RETAIN OWNERSHIP OF THE METER AND APPURTENANCES AND SHALL HAVE THE EXCLUSIVE RIGHT TO USE THE SHUT-OFF VALVE AND TO TURN IT ON AND OFF.**
4. THE COMPANY SHALL HAVE THE FINAL JURISDICTION IN ANY QUESTION OF THE LOCATION OF ANY SERVICE CONNECTED TO ITS DISTRIBUTION SYSTEM. THE COMPANY SHALL DETERMINE THE ALLOCATION OF WATER TO THE MEMBER IN THE EVENT OF A WATER SHORTAGE.
5. THE MEMBER SHALL INSTALL AND MAINTAIN AT HIS OWN EXPENSE A SERVICE LINE FROM THE STUB PIPE OUTSIDE THE METER PIT TO THE POINT OF USE ON HIS PROPERTY. THE MEMBER SHALL BE RESPONSIBLE FOR ANY DAMAGE TO COMPANY EQUIPMENT INSTALLED ON HIS PROPERTY.
6. THE MEMBER AGREES TO **CONNECT ONLY ONE PLACE OF RESIDENCE OR BUSINESS TO HIS SERVICE LINE.** AN RV OR MOBILE HOME SHALL CONSTITUTE A SECOND RESIDENCE.
7. THE MEMBER AGREES TO **MAINTAIN FREE AND UNOBSTRUCTED ACCESS** BETWEEN THE METER PIT AND THE ROAD OR STREET.
8. THE MEMBER AGREES **NOT TO PLANT TREES, ANNUAL PLANTS OR SHRUBS** WHICH MIGHT INTERFERE WITH THE READING OF THE METER.
9. THE MEMBER AGREES THERE **SHALL BE NO PHYSICAL CONNECTION BETWEEN A PIPE CONNECTED TO THE COMPANY'S DISTRIBUTION SYSTEM AND ANY OTHER SOURCE OF WATER.** THIS MEANS THERE SHALL BE NO SYSTEM OF VALVES BY WHICH THE MEMBER CAN SWITCH BACK AND FORTH BETWEEN A WELL OR CISTERN AND THE COMPANY SUPPLY. IF THE COMPANY FINDS SUCH A SYSTEM THE INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT REQUIRES US TO REMOVE THE METER IMMEDIATELY.
10. THE MEMBER AGREES THAT A FAILURE TO PAY WATER CHARGES SHALL RESULT IN THE IMPOSITION OF SUCH PENALTIES AND INTERRUPTION OR TERMINATION OF WATER SERVICES AS PROVIDED IN THE BY-LAWS AND RULES AND REGULATIONS OF THE COMPANY.
11. **THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER.**

IN WITNESS WHEREOF, WE HAVE HEREUNTO EXECUTED THIS AGREEMENT THE _____ OF _____ 20_____.

MORGAN COUNTY RURAL WATER CORPORATION

Signature_____	Printed_____
Signature_____	Printed_____

MORGAN COUNTY RURAL WATER CORPORATION (MCRW)
P.O. BOX 1575
MARTINSVILLE, IN 46151

(FYI - Keep)

BASIC INFORMATION FOR MEMBERS

Office Location - 1395 E. Shore Drive, entrance to Lake Edgewood at State Road 67 North
Office Hours - 8:00 am to 4:30 pm, weekdays
Telephone # - 765-342-7370 or fax # 765-342-5141 (Voice mail is used for all calls after hours.)

MEMBERSHIP

Each applicant for water service must sign a **Membership agreement**, insure that a utility easement is provided; pay a **refundable \$200.00 Membership fee** for each service connection; a **non-refundable Connection fee (new connections only)**; and a **non-refundable System Development Charge, "SDC" (new connections only)**, according to the schedule below:

<u>Meter size</u>	<u>Connection</u>	<u>SDC</u>
5/8 - 3/4"	\$1960.00	\$ 500.00
1"	(Quotes available	\$1,250.00
1 1/2"	upon request,	\$2,500.00
2"	for	\$4,000.00
3"	larger meters)	\$7,500.00

This permits one (1) line from the meter to the place of service. Additional memberships and connections must be purchased to serve more than one (1) household on the same property. **NO CONNECTION BETWEEN THIS SYSTEM AND ANY OTHER SOURCE OF WATER IS PERMITTED, BY ORDER OF THE INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT.** If an interconnection is found, the service must be disconnected for the safety of our other members. Call the office about the safe and legal use of a second water source.

REQUEST FOR SERVICE

All requests for service must be made through the office with the applicable fees and charges paid in advance. All work orders are issued from the office. Any service work accomplished by MCRW must be paid before a meter will be installed to activate service.

WATER BILLS

Meters are read the third week of every month, approximately every thirty (30) days. In the event of severe weather, your bill may be estimated. **Bills are mailed out the last day of every month. Your bill card should reach you the first week of the month in which it is due. Bills are due by the 17th of every month, even if a bill card is not received. When paying AFTER the 17th, a late charge must be added. Past due notices are mailed on the 18th and are due by the 25th of the month. Any account not paid before the 26th, is subject to disconnection.**

- **RATES AND LATE CHARGES** are set by the **Indiana Utility Regulatory Commission, (IURC)**, as follows:

First	2,500 gallons	\$ 10.93 per 1,000 gallons
Next	7,500 gallons	\$ 10.52 per 1,000 gallons
Next	15,000 gallons	\$ 8.10 per 1,000 gallons
Next	25,000 gallons	\$ 5.68 per 1,000 gallons
Next	50,000 gallons	\$ 3.29 per 1,000 gallons
- **MINIMUM MONTHLY BILL:** 0 - 2,500 gallons is **\$29.24** (\$27.33 plus Sales Tax of \$1.91), except that **Western Expansion customers will be charged an additional \$9.74 surcharge fee (plus sales tax of \$2.59) resulting in a minimum of \$39.66.**
- **LATE CHARGE:** 10% of the first \$3.00 plus 3% of the balance of the bill
- **DISHONORED CHECK CHARGE:** \$25.00, which must be paid in **CASH.**

RECONNECTION SERVICE CHARGE

To install a meter for an account that is inactive or has been disconnected for non-payment, a **fee of \$48.00 is required.** **This fee applies when our service personnel are dispatched to turn off or remove the meter.** All payments on accounts must be made in our office. Our service personnel will not accept any funds. This charge together with any arrearage must be paid before service will be re-established. An additional \$29.00 charge applies for re-establishing service outside of normal business hours.

GENERAL SERVICE CHARGE

There will be a general service charge of \$15.00 for service calls, as well as a \$15.00 surcharge, for calls outside of normal business hours.

MISCELLANEOUS

Please notify the office concerning the sale of properties, transfer of service, water main extensions and rental accounts. We recommend that you install a shut-off valve in your plumbing system for emergencies. **You are responsible for the service line from the meter to the house, as well as all lines and appliances inside the home. It is also your responsibility to maintain the area around your meter pit. You could be charged for damages to installed equipment. Tampering with any lines or facilities of MCRW or permitting such activity by others may result in disconnection of service and/or legal action.** Membership and service is also subject to other rules and policies of MCRW, which are available for inspection upon request. In the event of any conflict between this Basic Information and the Schedule of Rates and Charges, and Rules and Regulations approved by the IURC (Schedule), the Schedule shall control.