

**Public Water Supply District No. 10
Of Boone County, Missouri
P.O. Box J
Centralia, Mo. 65240
573-682-5314
FAX- 573-682-5353**

ACCOUNT #

TRANSFERRING AN ACCOUNT

Checklist for transferring an account are as follows:

1. Proof of ownership (RECORDED Warranty Deed).

Recorder offices: Boone - 573-886-4345
Audrain-573-473-5830
Randolph-844-277-6555 Ext. 330

2. Photo ID

3. Water User's Agreement, Customer Information Sheet, Blue card (for what the water is being used for) all need to be completed.

**4. Transfer fee is \$175.00 (\$100.00 deposit (refundable)
(\$75.00 administration fee)**

This is if the account is in service at the time of the transfer.

**5. Out of Inactive is \$255.00 (\$100.00 deposit (refundable)
(\$75.00 administration fee)
(\$80.00 reconnection fee)**

This is if the account is not in service at the time of the transfer.

All the above needs to be completed before the district can transfer service.

This is a self-billing system, which means the customer has to read the meter the first of each month and send in a payment before the 15th in order to avoid a late fee.

Please read the Water User's Agreement in detail before signing this information sheet.

Customer

PWSD 10 Employee

****Paperwork must be completed & returned with Recorded Deed by _____ to avoid disconnection of service, plus an additional \$100.00 fee.**