

RURAL NORTH VACAVILLE WATER DISTRICT
WATER SERVICE TRANSFER AGREEMENT CHECKLIST

Buyer/Seller:

1. [] **The Buyer must verify that the seller has a legitimate water service connection available for sale or transfer before paying for the connection transfer, by contacting the NBS, the Assessment Management Company at 1-800-676-7516.**
2. [] Determine whether the seller must complete an Application for Detachment from the District with LAFCO. Determine whether the buyer must complete an Application for Annexation into the District with LAFCO. Complete the applications as necessary.
3. [] Verify with the Treasurer/Tax Collector that the seller is up-to-date and current on payments of their current bi-annual Special District Levy Assessment for the water service connection.
4. [] Verify that the seller is current on water bill payments and that there are no water liens recorded against seller's property. Liens must be released before a water transfer agreement can be processed since the connections are associated with the parcels and not a stand-alone commodity. (RNVWD contact: 707-447-8420 Dieter Teschke, GM)
5. [] Seller/Buyer may request from NBS Local Government Solutions, Assessment Administrator for the District, a payoff quote (not for escrow purposes) with the current principal and interest remaining on the bi-annual Special District Levy Assessment for the water service connection. NBS can provide the total amount that the seller has paid to the District based on the current bi-annual Special District Levy Assessment for the water service connection. (NBS contact: 1-800-676-7516, Tiffany Ellis)
6. [] Complete the transfer agreement form and submit with \$150 fee payable to NBS to PO Box 5097, Vacaville CA 95696. Incomplete transfer agreements will be returned unprocessed.
7. [] Complete and submit 'New Water Customer' form to the RNVWD along with the 'Transfer Agreement' form. Mail to RNVWD, P. O. Box 5097, Vacaville, CA 95696.

The "Transfer Agreement Form" is available at 675 Texas Street, Suite 5500, Fairfield, CA. or online at the website below.
8. [] If there is subdivision involved, then an additional form titled, "Appropriation Transfer" must be submitted to the District along with \$990 payable to NBS. This process will transfer the remaining debt from the seller to the buyer.

RNVWD website: www.solanocounty.com/services/ go to: **Rural North Vacaville Water District**> before you connect to... >

District Staff:

1. [] **District staff may not accept an incomplete water transfer agreement or an agreement submitted without a \$150 check payable to NBS.**

2. [] Review submitted water service transfer agreement to determine whether it is complete. If so, determine whether it is a transfer of the remaining Special District Levy Assessment or an outright sale. A transfer means that the seller has received some compensation for the equity in the water service connection and the parties and the District have agreed that the buyer will assume the remaining amount owed to the District through the transfer of the remaining balance of the bi-annual Special District Levy Assessment.

A sale means that the buyer and seller paid the District an amount sufficient to pay off the entire principal and interest due and payable for the water service connection. Submit the payoff amount to the Auditor/Controller for deposit into the Debt Service Fund.

3. [] Obtain written confirmation from Cal Water engineering that the transfer of a water connection from seller's parcel to buyer's parcel is possible.
4. [] Obtain approval of the completed and signed water service transfer agreement from the District's legal counsel and the RNVWD General Manager.
5. [] Mail the completed 'New Water Customer' form to Cal Water and retain a file copy.
6. [] Mail the final transfer agreement along with the \$150 check to:
NBS 32605 Hwy. 75 South, Temecula, CA 92592
7. [] Provide copies of the final agreement to the seller and the buyer and send a copy to the RNVWD General Manager. Retain the original on file.

New Owner:

1. [] Once the above process is complete and upon request by the buyer and the approval of the District, Cal Water will install a water meter on the buyer's property. The buyer will bare all associated costs.
2. [] A plumbing permit and inspection is required for the installation of a potable water supply pipe from the water meter box to the building or structure being served on private property. Plumbing permit application forms can be found online and can be downloaded from the Rural North Vacaville web site (or are available in person at 675 Texas Street, Suite 5500, Fairfield, CA. The buyer must complete the application form and mail it to the Department of Resource Management or fax to (707) 784-4805. Please allow 48-72 hours for the processing of all mailed or faxed applications. The permit can also be issued over the counter at the Department of Resource Management at 675 Texas Street, Suite 5500, Fairfield.

Other important instructions are available on the RNVWD website:

www.solanocounty.com/services/ go to: Rural North Vacaville Water District>before you connect to... >