



**Okmulgee Co. Rural Water District 2**

PO Box 39 – 10035 Polk Ave. Preston, OK 74456  
Phone: 918-756-8910 Fax: 918-756-8955 TDD/TTY – 711  
[www.prestonwater.com](http://www.prestonwater.com)

“This facility is an equal opportunity Employer and provider”

**Transfer Membership Worksheet**

(Note: Meter must be located on the property which is being transferred)

**Account # :** \_\_\_\_\_ **Service Location :** \_\_\_\_\_

*\*Please complete the following items below*

1. Request a final reading to be remitted and billed. All charges against the account must be paid in full. ☐ \_\_\_\_  
[Our office will complete a work order for final reading and generate a final bill.]
2. Seller/Grantor must complete **Page 1** and return the Seller/Grantor Transfer Form to our office, including legal description of property being sold. ☐ \_\_\_\_
3. Transfer form has a notarized signature. ☐ \_\_\_\_
4. Buyer must complete **Page 2** of Transfer Form and return the New Customer Agreement Forms, including legal description of property with their contact information. ☐ \_\_\_\_
5. New Member Transfer Fee of \$100.00 must be paid. ☐ \_\_\_\_
6. A copy of the filed warranty deed is required. ☐ \_\_\_\_
7. Civil Rights Act Form completed. ☐ \_\_\_\_
8. OTHER : \_\_\_\_\_ ☐ \_\_\_\_

----- Water Office Use Below this line -----

- Water Clerk: verify all items have been addressed and check off to completion.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Water Clerk

**Once Transfer Form has been completed with worksheet and signed off by the Water Clerk,  
place in proper Forms inbox to be reviewed by the District Manager.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

District Manager