

Rural Water District No. 5, Mayes County
P.O. Box 565 Adair, OK 74330
Phone (918)785-2330 Fax (918) 785-5520

Account # _____

\$25.00 Transfer Fee

TRANSFERS/NEW CUSTOMER INFORMATION SHEET
Please Print

Name Account is to be carried under: _____

Mailing Address: _____
Address

City

State

Zip

Service Address: _____ (If Different)

Telephone #: _____ () - _____

Would you like to pay by Automatic Check Withdrawal if available? Circle one YES NO

Circle one Buying? Renting?

Contact Person: _____
Name (Owner--if Renting) Phone #

Place of Employment: _____
Name Phone #

For Office Use Only					
Account # _____			Date: _____		
Benefit Unit Transfer Checklist:	√	Notes	If Meter is Relocated or Moved	√	Notes
1. Seller Final Reading			1. Septic System Report (post)		
2. Seller Paid Final Bill			2. New Serial Number (Loc ID and Service Meter Number)		
3. Seller Signed Transfer			3. Reading Group (Under Status)		
4. Buyer Paid Transfer Fee			4. Pipe # and size (Service ID ID2)		
5. Buyer Signed Transfer			5. New Metadigm Map ID (under last line comments)		
6. Issue Work order if necessary to read			6. Directions to meter (under comments)		
7. Issue Work order to move meter if necessary			7. Legal and County (under Location)		
			8. Book Sequence		
			9. GPS (do separate Work order to GPS)		