

## Sequoyah County Rural Water District #4



PO Box 128 / 461426 East 1105 Road

Sallisaw, OK 74955

Office: (918) 774-9869 Fax: (918) 774-9334

[www.sequoyahrwd4.com](http://www.sequoyahrwd4.com)

***All documents must be returned to the office during regular business hours.  
A Notary is available to help you complete your documents.***

### **NEW MEMBERSHIP & WATER SERVICE**

If your property has never had water service, you will need to have a new meter and service installed. The following information will need to be provided to our office:

- Completed ***Water User Agreement*** (must be signed in the RWD #4 office)
- ***New Member Application***
- Copy of warranty deed, purchase agreement, or contract.
- Department of Environmental Quality Sewage Treatment System Inspection Report
  - Provided when sewage treatment system is installed. For further information contact:
    - Oklahoma DEQ
    - 707 N Robinson, Oklahoma City, OK, 73101
    - 1-800-869-1400
- ***Right-Way-Easement Form*** (must be signed and notarized in the RWD #4 office)
- Payment of \$950.00, non-refundable Membership Fee

### **TRANSFER MEMBERSHIP to NEW OWNER**

In order to transfer Membership from one owner to another owner the following information will need to be provided to our office:

- Completed ***Membership Transfer Form***
- Completed ***Water User Agreement*** (must be signed in the RWD #4 office)
- Copy of warranty deed (provided to new owner at time of closing)
- ***Right-Way-Easement Form*** for the new owner (must be signed and notarized in the RWD #4 office)
- Payment of \$50.00, non-refundable Transfer Fee

### **RENTAL OF MEMBER PROPERTY**

In order to assume responsibility of a water account while renting a member's property, the following information will need to be provided to our office:

- Completed ***Change of Occupancy Form***
- Copy of lease/rental agreement
- Payment of \$50.00, non-refundable Connection Fee
- Driver's License or other legal ID

**PLEASE NOTE:** All required forms and fee prices are subject to change without notice.