



# RURAL NORTH VACAVILLE WATER DISTRICT

P.O. Box 5097, Vacaville, CA 95696  
Phone: 707-447-8420

GM@rnvwd.com

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## WATER RIGHT TRANSFER AGREEMENT CHECKLIST – Exhibit C 4.29.19

### **Buyer/Seller:**

1. [ ] **The Buyer must verify that the seller has a legitimate water right connection available for sale or transfer before paying for the water right transfer, by contacting the Rural North Vacaville Water District (RNVWD) at 707-447-8420.**
2. [ ] Determine whether the seller must complete an Application for De Annexation 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 and pay LAFCO & District fees.
3. [ ] Verify with the Treasurer/Tax Collector & NBS 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 monthly water usage bill payments to the RNVWD 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 water rights are associated with the parcels and not a stand-alone commodity; RNVWD General Manager 707-447-8420.
5. [ ] Seller/Buyer or District 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 Corporate Office contact: 1-800-676-7516.
6. [ ] Complete the Water Right Transfer Agreement form and submit with \$150 fee payable to NBS and \$250 fee payable to the RNVWD, P.O. Box 5097, Vacaville, CA 95696. This process will transfer the remaining debt from the seller to the buyer. Incomplete transfer agreements will be returned unprocessed.

The water right transfer standard agreement form is available online at [www.rnvwd.com](http://www.rnvwd.com).

If there is a subdivision involved then an additional form titled, "Apportionment Transfer" must be submitted to the District along with \$990 payable to NBS.

## **District:**

1. [ ] **District may not accept an incomplete water transfer agreement.**
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 has 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. [ ] Request written confirmation from the RNVWD that the transfer of a water right from seller's parcel to buyer's parcel is possible.
4. [ ] Obtain approval of the completed and signed water right transfer agreement from the District Board of Directors.
5. [ ] Mail a copy of the final water right transfer agreement to RNVWD.
6. [ ] Provide copies of the final agreement to the seller and buyer and 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, RNVWD will have a water connection installed 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 at County of Solano website. The buyer must complete the application form and mail it to the Department of Resource Management. Please allow 48-72 hours for the processing of all mail 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 website. New owners should read: 'County Installation Requirements' and 'Before You Hire a Plumber' on the RNVWD website: [www.rnvwd.com](http://www.rnvwd.com)