



RURAL NORTH VACAVILLE WATER DISTRICT

P.O. Box 5097, Vacaville, CA 95696

Phone: 707-447-8420

GM@gmail.com

Website: www.rnvwd.com

WATER RIGHT TRANSFER CHECKLIST EXHIBIT C (9-12-17)

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 RNVWD at 707-447-8420.**
2. [] 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 to the RNVWD and that there are no District liens recorded against seller's property. Liens must be satisfied and released before a water transfer agreement can be processed.
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 Water Transfer Service Agreement form and submit with \$150 fee payable to NBS and \$250 fee payable RNVWD, P.O. Box 5097, Vacaville, CA 95696. There may also be RNVWD Administrative charges for the water right transfer and the parties should verify applicable fees with the General Manager. Incomplete transfer agreements will be returned unprocessed.

The Water Right Transfer Agreement form is available online at www.rnvwd.com.

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

District Staff:

1. [] **District staff will not accept an incomplete water transfer agreement or an agreement submitted without payment of all applicable fees.**
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 or (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. [] District's General Manager to notify buyer and seller 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 District Manager.
5. [] Mail a copy of the final transfer agreement to NBS along with the payment of fees.
6. [] Provide copies of the final agreement to the seller and buyer and retain the original.

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 meter installed on the buyer's property. The buyer will bare all associated costs. A condition precedent to installation of the water meter is that the Buyer provide a **deposit of \$5,000** for the connection. The water connection and meter work is done by SID and other contactors on a time and material basis with mark ups. If the work is completed for less than the deposit, a refund will be made to the buyer. If the completed work cost more than the deposit, the buyer is responsible to pay for the amount over the deposit. The cost of the work may also include the District's administration cost.
2. [] A plumbing and backflow permit and inspection may be 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. Permit applications forms can be found on online at County of Solano website.

RNVWD website: www.rnvwd.com