

SAN ANTONIO WATER COMPANY
Water Stock Transfer Instruction Packet
(Revised 2021)

Transferring Stock with the Sale of Real Estate Property:

The involved escrow agent should complete the following steps:

- **Final Read Request:** A completed Final Read Request Form signed by the shareholder(s) to obtain a read of the meter is required a minimum of one (1) day prior to a property sale closing, or a change in title, in order to begin the closeout of the existing water service account. The Final Read should take place on the day escrow is closing. The Final Water Bill will be generated and emailed to the email address provided on the Final Read Request Form. Please note that meters are NOT read on Fridays, Saturdays, or Sundays.

- **All of the following items must be submitted to the Company office by 4:00 p.m. on the day following the generation of the Final Water Bill:**
 - Original water stock certificate or Lost Instrument Bond with written instructions to whom the shares are being transferred and notarized signature(s) of the owner(s) of record. *See following page for further instruction on how to transfer from an original water stock certificate and lost instrument bond.*
 - Required stock transfer fee for each new water stock certificate generated (amount varies, please contact our office for amount due).
 - Payment of the Final Water Bill amount (available same day as the final read).
 - Completed Water Stock Transfer Instructions (Form A) filled out by seller. If accompanied by a Lost Instrument Bond, Form A must be notarized.
 - Water Account Application (Form B) completed by buyer. (If seller retains any shareholdings in SAWCo, they too must complete a Form B).

- If any of the above listed items are not turned into the office by 4:00 p.m. the day following the issuance of the Final Water Bill, or are incomplete or missing, the water service to the property will be disconnected the following business day by 11:30 a.m. We can re-establish water service for the benefit of the new occupant on the same day if we receive all items listed above by 3:00 p.m.

- If there are questions regarding the water stock transfer process, the escrow company should contact our office.

For further assistance, please call 909-982-4107 or email kmitchell@sawaterco.com.

Water Stock Transfer:

❖ **Original Stock Certificate**

- Shareholder(s) of record must sign and date the certificate on the back, left side of the certificate and those signatures must be **notarized**. A valid Notary Acknowledgment must be attached to the stock certificate. **Note: notary acknowledgment must list the water stock certificate number.**
- Under “FOR VALUE, the undersigned hereby sells, assigns and transfers to” located on the left side of the back of the certificate please write-in to whom the shares are being transferred and the number of shares being transferred. **This should match the vesting of the property** (i.e. husband and wife as joint tenants, community property, trustee, etc.).
- A Water Stock Transfer Instructions form (Form A) must be completed by the seller.
- A Water Account Application (Form B) must be completed by the buyer. If the seller is retaining shares in SAWCo, they too must complete a Form B.
- If any of the named certificate holders is deceased a copy of the certificate of death must be provided. A copy of the decedents Will, Trust, or Court Order must also be submitted unless the certificate is listed as “joint tenants” or “with right of survivorship”.
- If all named certificate holders are deceased a copy of the trustee’s authority (trust papers) to act on the deceased shareholder(s) behalf must be provided along with a copy of the certificate(s) of death.
- All payments due the Water Company must be paid before the water stock can be transferred.

In the event of a loss of the original stock certificate, a lost instrument bond may be substituted.

❖ **Lost Instrument Bond (LIB)**

- A standard LIB form (insured at \$4,500) must contain the exact information as it is written on the original stock certificate – certificate number, name(s), pledgee (if any) original issue date, and number of shares.
- The LIB must have a **notarized signature** of all parties named on the original stock certificate.
- If any of the named certificate holders is deceased a copy of the certificate of death must be provided. A copy of the decedents Will, Trust, or Court Order must also be submitted unless the certificate holders are listed as “joint tenants” or “with right of survivorship”.
- If all named certificate holders are deceased a copy of the trustee’s authority (trust papers) to act on the deceased shareholder(s) behalf must be provided along with a copy of the certificate(s) of death.
- A Water Stock Transfer Instructions form (Form A) must be completed, **notarized (listing the stock certificate number)**, and submitted with the LIB.
- A Water Account Application (Form B) must be completed by the buyer. If the seller is retaining shares in SAWCo, they too must complete a Form B.
- All payments due the Water Company must be paid before the water stock can be transferred.

***If additional information is needed on the requirements for a LIB, contact the office for the LIB Criteria printout. ***

FORM A

SAN ANTONIO WATER COMPANY
WATER STOCK TRANSFER INSTRUCTIONS

The record holder(s) named within the below referenced Capital Stock share are deemed, as regards the corporation, its shareholder, and as such do represent said shares and exercise all rights therewith. The rights and interest of the record holder(s) [and of any successor or person appearing by the certificate to be the owner of said shares] and the title to said shares, may be transferred upon the books of the corporation, and a new certificate issued (upon the surrender of the below referenced Capital Stock share), subject to and showing said pledgee, if a pledgee appears on said certificate, without the act, consent or endorsement of the pledgee.

Written transfer instructions are required as stated on the reverse side of the original Water Stock certificate or otherwise provided with the original certificate or its replacement instrument bond, if necessary.

Stock Certificate No: _____ and No. of Shares _____

Please assign and transfer the shareholdings in the above referenced Stock Certificate to:

New Shareholder(s) of Record Information as it Will Appear on the New Certificate (SHOULD MATCH PROPERTY TITLE/VESTING OF PROPERTY):

1. _____
Number of Shares: _____

If the Certificate is Being Split into Two or More Certificates, Write the Second Shareholder(s) of Record Information as it Will Appear on the New Certificate (SHOULD MATCH PROPERTY TITLE/VESTING OF PROPERTY):

2. _____
Number of Shares: _____

Service Address of new Shareholder(s): 1. _____

2. _____

Mailing Address for stock certificate(s): 1. _____

2. _____

1. Phone: () _____ 1. Alternate Phone: () _____

2. Phone: () _____ 2. Alternate Phone: () _____

This Portion Is To Be Completed By The Current Record Holder/Seller:

Assigning (Selling) Shareholder(s) Name(s): _____
Printed Name

Printed Name

Assigning (Selling) Shareholder(s) Signature(s): _____

Date:

Date:

Date:

Date:

Forwarding Address: _____

Phone Number: () _____ Email Address: _____

This Form MUST be notarized if the original stock certificate has been misplaced and a Lost Instrument Bond is being used to replace it

FORM B



**139 N Euclid Ave
Upland, CA 91786
909-982-4107 phone
www.sawaterco.com**

**WATER ACCOUNT APPLICATION
(New Shareholder)**

When submitting a request for a water account to be opened for water service the new shareholder must provide the following information in **legible and complete** form to the Company office. The requested information is basic and must be filled out by the new Shareholder. Please note an incomplete submittal will not be accepted for consideration.

Name: _____ No. of Shares: _____
(Print New Shareholder Name as it will appear on the bill)

Mailing Address: _____

Service Address: _____

Telephone/Cellphone: () _____ () _____

Signature: _____ Dated: _____
(New Shareholder)

Drivers License # _____ OR Mothers Maiden Name _____

E-mail Address: _____

For Office Use Only

Date entered: _____ By _____

San Antonio Water Company



FINAL READ REQUEST

Request must be submitted no later than 11:30 a.m. the day prior to read request date.

Email completed form to kmitchell@sawaterco.com

****Please note that we are unable to read meters on Fridays, Saturdays, or Sundays****

(Date)

Re: Water Service at _____
(Property Address)

San Antonio Water Company,

Please take a Final Reading of the meter at _____
(Property Address)

on _____ ** and send the Final Water Bill to
(Day of the week, Month, and Day)

(Email address for and name of Escrow Company/Responsible Party)

Please contact me at _____ should you have any questions.
(Escrow Company/Responsible Party Phone Number)

Thank you,

(Shareholder's Name-PRINTED)

(Shareholder's Signature)

****The Final Water Bill must be paid along with the stock transfer fee(s) and submittal of all properly executed stock transfer paperwork by the close of the following business day to avoid water shut off****