



92755 Allen Road
Astoria, OR 97103
P (503) 458-6461
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kknappa@centurytel.net

Membership/Account Transfer Checklist

Date _____

Property/Meter Service Location _____

Seller(s) _____

- Sign the Membership Application as Transferor(s).
- Provide forwarding address for and pay final bill.
- Provide both the Membership Application and Water Use Agreement to the buyer(s).

Buyer(s): _____

- Complete both the Membership Application and Water Use Agreement.
- Sign and date both forms.
- If no contact with the Seller(s) for sign-off, Buyer(s) must provide proof of purchase: a copy of any document that ties name(s) to ownership of the property.
- Return forms to Knappa Water Association, along with \$50 transfer fee.

If you have any questions, please don't hesitate to contact us.