

SAN ANTONIO WATER COMPANY  
Water Stock Transfer Instructions  
(Revised February 2013)

Given that San Antonio Water Company is a private mutual water entity, under State Code, we must conform to the statutes and our Bylaws when taking actions on shareholder's water service account(s) and stock holding(s). All such instructions for action on a shareholder(s) account(s) and/or shareholding(s) must be in written form, signed by the shareholder(s) of record and notarized.

When a real estate (property) transfer involves the closing of one's water service account and transfer of water stock, the involved escrow agent should complete the following steps:

- **Final Read Request:** At least two (2) days prior to a property sale closing, or a change in title, a written Final Read Request signed by the shareholder(s) to obtain a read of the meter is needed in order to close the existing water service account. The Final Bill will be generated and faxed to the number provided on the Final Read Request Form. A Final Read Request Form is included in this packet for your convenience. Please note that meters are NOT read on Fridays.
- **All of the following items need to be turned into the Company office by 4:30 p.m. on the day following the completion of the Final Read Request:**
  - Original stock certificate or Lost Instrument Bond (insured at \$4,500) with written instructions and signature(s) of owner(s) of record – notarized. *See following page for further instruction.*
  - Required water stock transfer fee for each new water stock certificate generated.
  - Payment of the final bill amount (available same day of 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.
  - Completed application for New Water Service (Form B) filled out by buyer.
- If any of the above listed items are not turned into the office by 4:30 p.m. the day following the final meter read, or are incomplete or missing, the water service to the property will be disconnected the following morning 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.
- The escrow company should contact our office if there are questions regarding the water stock transfer process.

If you need any further assistance please call 909-982-4107 or fax us at 909-920-3047

**\*Please see the following page for instruction on how to fill out the stock certificate or utilize a Lost Instrument Bond for transfer\***

## Water Stock Transfer:

### ❖ **Original Stock Certificate**

- Shareholder(s) of record must sign and date the certificate on the back, left side, and those signatures must be **notarized**. Stock Certificates starting with the number A 12476 will have space on the back right hand side for a notary signature and stamp. If the stock certificate is before the number A 12476 a notary acknowledgment must be attached. **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 have the seller write whom they are transferring the share to and the amount of shares they are transferring to them. It is preferred that this match the vesting of the property (i.e. husband and wife as joint tenants, community property, etc.).
- A Water Stock Transfer Instructions form must be completed (Form A) by the seller.
- A Water Account Application (Form B) must be completed by the buyer.
- If there is a pledgee named, they must also sign, date and have the certificate notarized on the back, right side of the certificate indicating their satisfaction and release of their limited rights in the stock. If the pledgee is a bank or lender, an alternative would be to provide a copy of the recorded deed of reconveyance thereby clearing the pledgee’s interest. **Note: notary acknowledgment must list the water stock certificate number.**
- 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”.
- 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** by 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 as well as a copy of the decedents Will, Trust, or Court Order unless the certificate holders are listed as “joint tenants”.
- 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.
- If a pledgee is named on the original certificate, they must provide a written letter, on their letterhead, stating their lack of interest in the stock certificate. A copy of the recorded deed of reconveyance can be submitted if the pledgee is a bank or lender thereby clearing the pledgee’s interest in the certificate.
- 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.
- 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.\***

S:\Customer\Shareholders\STOCK TRANSFER\Escrow stock Transfer Instructions-5.doc

**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 Capital Stock certificate or otherwise provided with the original certificate or its replacement instrument bond, if necessary.

**Capital Stock Certificate No:** \_\_\_\_\_ **and No. of Shares** \_\_\_\_\_

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

**NEW SHAREHOLDERS NAME(S) (Should match property title/vesting of property):**

1. \_\_\_\_\_  
\_\_\_\_\_ **Number of Shares:** \_\_\_\_\_

**NEW SHAREHOLDERS NAME(S) (Use only if the stock is being split into two or more certificates):**

2. \_\_\_\_\_  
\_\_\_\_\_ **Number of Shares:** \_\_\_\_\_

New Pledgee (if applicable and once current Pledgee releases their rights):  
\_\_\_\_\_

Service Address of new Shareholder(s): **1.** \_\_\_\_\_  
**2.** \_\_\_\_\_

Mailing Address for new stock certificate(s): **1.** \_\_\_\_\_  
**2.** \_\_\_\_\_

**1.** Home Phone: (     ) \_\_\_\_\_ **1.** Work or Cell Phone: (     ) \_\_\_\_\_  
**2.** Home Phone: (     ) \_\_\_\_\_ **2.** Work or Cell Phone: (     ) \_\_\_\_\_

Assigning (Selling) Shareholder(s) Name(s): \_\_\_\_\_  
**Printed Name**  
\_\_\_\_\_  
**Printed Name**

Assigning (Selling) Shareholder(s) Signature(s): \_\_\_\_\_ **Date:** \_\_\_\_\_  
\_\_\_\_\_  
**Date:** \_\_\_\_\_  
\_\_\_\_\_  
**Date:** \_\_\_\_\_  
\_\_\_\_\_  
**Date:** \_\_\_\_\_

Forwarding 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  
909-920-3047 fax  
[www.sawaterco.com](http://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: (Home) \_\_\_\_\_ (Other) \_\_\_\_\_

Signature: \_\_\_\_\_ Dated: \_\_\_\_\_  
(New Shareholder)

Drivers License # \_\_\_\_\_ OR Mothers Maiden Name \_\_\_\_\_

*For Office Use Only*  
Date entered: \_\_\_\_\_ By \_\_\_\_\_

# San Antonio Water Company



## FINAL READ REQUEST

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

**\*\*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 Bill to  
(Day of the week, Month, and Day)

\_\_\_\_\_  
(Fax number for and name of Escrow Company/Responsible Party)

Please contact me at \_\_\_\_\_ should you have any questions.  
(Escrow Company Phone Number)

Thank you,

\_\_\_\_\_  
(Shareholder's Name-PRINTED)

\_\_\_\_\_  
(Shareholder's Signature)

**\*\*The Final 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\*\***