

SAN ANTONIO WATER COMPANY  
Water Stock Transfer Instructions  
(Revised April 2008)

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 service account and transfer of water stock, the involved escrow agent should submit the following completed forms.

Water Meter Service Action:

- At least two (2) days prior to a property sale closing, the current shareholder must submit their signed, written request to obtain a final meter read in order to close the existing water service account. Shareholder must specify date of final meter read and fax to San Antonio Water Co. 909-920-3047. Please note:  
**Administratively meters are not read on Fridays.**
- All of the following items need to be turned in to the Company office by 4:30 p.m. on the day following the final meter read:
  - Original stock certificate or Lost Instrument Bond (insured at \$4,500) with written instructions and signature(s) of owner(s) of record – notarized.
  - Required water stock transfer fee - currently \$16.00 per water stock being generated
  - Payment of the closing water bill amount (available same day of final read).
  - Completed application for New Water Service (Form B) filled out by buyer.
  - Completed Water Stock Transfer Instructions (Form A) filled out by seller. If accompanied by a Lost Instrument Bond, Form A must be notarized.
- If any of the above listed items are not turned into the office by 4:30 pm 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.
- The current and/or new shareholder(s) should contact our office if there are questions regarding the water stock transfer or meter service account process.

If you need any further assistance please call 909-982-4107

## Water Stock Certificate 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 please attach a notary acknowledgment. **Note:** notary acknowledgment **must** list the water stock certificate number.
  - 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 pledge named, they must also sign, date and have the certificate notarized on the back, right side indicating their satisfaction and release of their limited rights in the stock. If the pledge is a bank or lender, an alternative would be to provide a copy of the recorded deed of reconveyance thereby clearing the pledge'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.
  - 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.

Or in the event of 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 accurate information relative to the original stock certificate – certificate number, name(s), 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.
  - 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 pledge 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 pledge is a bank or lender thereby clearing the pledge's interest in the certificate.
  - A Water Stock Transfer Instructions form (Form A) must be completed, **notarized** 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.

# 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 pledge, if a pledge appears on said certificate, without the act, consent or endorsement of the pledge.

Written transfer instructions are required as stated on the reverse side of the original Capital Stock share 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 share to:*

**NEW SHAREHOLDERS NAME(S) (Commonly matches property title):**

\_\_\_\_\_  
\_\_\_\_\_ **Number of Shares:** \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_ **Number of Shares:** \_\_\_\_\_

New Pledge (if applicable and once current Pledge releases their rights):

\_\_\_\_\_  
\_\_\_\_\_

Service Address of New Shareholder(s): \_\_\_\_\_

Mailing Address of New Shareholder(s): \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Assigning Shareholder(s) Name(s): \_\_\_\_\_

Assigning Shareholder(s) Signature(s): \_\_\_\_\_

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  
[www.sawaterco.com](http://www.sawaterco.com)**

**WATER ACCOUNT APPLICATION  
(New Shareholder)**

When submitting a request for an 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: \_\_\_\_\_ Shares: \_\_\_\_\_  
(New Shareholder Print)

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

Service Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Other) \_\_\_\_\_

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

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

*For Office Use Only*

Date entered: \_\_\_\_\_ By \_\_\_\_\_