

UPPER SURFACE CREEK DOMESTIC WATER USERS ASSOCIATION  
BASIC REQUIREMENTS TO TRANSFER STOCK CERTIFICATE

- I. Surrender of the Stock Certificate from the seller, assigned to BUYER and signed by SELLER, including all persons whose names appear on the original certificate. If any are deceased, their personal Representative or Estate Executor or other authorized person must sign and a death certificate is needed. **An Assignment of Stock Separate from Certificate is acceptable with the Certificate.**
  - A. In the event that the tap owner or legal representative is unavailable a court order will be required to make a transfer.
  - B. If the property has been foreclosed on we need documentation that the Bank is the legal owner. (For example: Court Order or Public Trustee's Deed **including reference** to the stock)
    1. In order for the mortgage company or bank to become a member of the Association the stock **must first be transferred to the mortgage company or bank**, following all requirements stated below.
  - C. We may need the opinion of our attorney to accept any documentation provided
- II. If original stock is lost, then a Lost Document (or Lost Instrument, or Lost Securities) Bond is required - with a signed Assignment of Stock Separate from Certificate.
- III. A Membership Application must be completed and signed by all new owners whose names are to be on the new Stock Certificate. **Item 7 should be printed or typed.**
- IV. There is a **\$ 50.00 transfer fee**.
- V. There must be a release of all previous collaterals.
- VI. Copy of any new collateral assignment.
- VII. New owners' mailing address. If this is different from the tap location, tap location must be provided.
- VIII. Instructions on where to mail (a) New Certificate; (b) Billing at the end of month of transaction.
- IX. Account paid in full.
- X. If this membership, or tap, is not installed, check with the Association to see if the \$550.00 installation fee has been paid.

Upon receipt of above items, and handling of any snags that may occur, the Association cancels sellers' stock and issues a new stock certificate to the buyer.

Forms can be obtained from the Internet [www.uscdwua.com](http://www.uscdwua.com)

If you are sending your stock certificate through the mail please send it certified. There is a lost document bond required if the stock certificate is lost.

UPPER SURFACE CREEK DOMESTIC  
WATER USERS ASSOCIATION  
P.O. Box 70  
Cedaredge, CO 81413  
970 - 856- 7199

Web Page [www.uscdwua.com](http://www.uscdwua.com)  
E-Mail [helenhawkins@uscdwua.com](mailto:helenhawkins@uscdwua.com)