

Existing Service Transfer Instructions

The District will need the following items in order for you to transfer existing water service into your name. Please print the form, fill it out according to these instructions, and mail it along with other required items to our office.

Water Service Application

The owners listed on the application must match the deeded property owners. The first name listed will be the primary customer. Other names listed will be considered co-applicants. Tenants should not compete a water service application, but rather a tenant registration form.

Phone Number and Email Address are optional, but recommended fields. The District utilizes phone numbers to notify customers of service outages or potential leaks on their account. We will not sell your phone number or email address to a third party.

The table containing property characteristics is to comply with Environmental Protection Agency guidelines. Water utilities are required to track the existence of items such as swimming pools, private wells, water softeners, boiler heat systems, underground sprinklers, booster pumps, and fire protection systems.

Tenant Registration Form (Tenants Only)

If you do not own the house for which you are transferring water service, you and the deeded property owner will need to sign and complete the Tenant Registration Form. Tenants are required to pay a deposit unless the property owner waives the deposit in writing. Tenant deposit amounts are as follows:

SWRWD Water Only Customers	\$125.00
SWRWD Customers with Butler County or Hamilton Sewer	\$185.00

Deposits can only be made by cash, check or money order. Once the completed Tenant Registration Form and deposit is received, the District can begin billing the tenant directly.