|  |
| --- |
| Holland Heights Mutual Water Company |
|  |

 Date

To: (Realtor)

Regarding: Sale of residence.

Recently during the selling and buying of homes here in our community, the escrow companies have not been informed to contact the Holland Heights Mutual Water Co. to settle up water payments and forward on information to the Board on the new owners.

Please review the points below to help smooth out this transition.

1. Have the escrow company contact Lee Magnuson @ lee@leemagnuson.com with the closing escrow date. She will then give them a final invoice to pay.

2. Have the escrow company send the board @ mike.chirhart@comcast.net a copy of the new Grant Deed. We will then issue a new water certificate to the new owners based on the information on the Grant Deed. Note: This is a free charge. If we do not receive the Grant Deed, we will go to the Sonoma County Registrar to get a copy of the Grant Deed. There will be a $25.00 charge for this added to the next water bill.

3. Please provide the new owners phone number and e-mail address.

4. Please provide the new owners with the old water certificate so they can exchange it for the new one.

If you have any questions please feel free to contact me.

Yours truly,

Mike Chirhart

Holland Heights Water Board