

## **Procedure for Transferring Services on New Pump Station**

Before we will issue an Operation & Maintenance Letter (O&M), the contractor/developer, needs to transfer utility services to the Town.

A letter to the Town, written on letterhead, is needed stating this intent. It is to authorize the Town to have the service transferred into their name. The letter must contain the physical address and account number designated for the site. **A separate letter is needed for each utility service provider.**

Once the Permit to Operate is received, Utilities will generate the paperwork necessary for Purchasing to have the services transferred into the Town's name.

The Town will not assume responsibility for payment of water and/or electric bills unless this procedure is followed. You are responsible for bills until the transfer is complete and will not be reimbursed if you were the reason for the delay in transfer of services.