

**Quincy Water Association
NEW OWNER/OCCUPANT INFORMATION**

Quincy Water Association is a non-profit member owned cooperative association, and is required by law to be able to notify all water users, owners and renters (or lessees) of your property. As a member (water shareholder) of Quincy Water Association and according to QWA Bylaws, it is your responsibility to provide this information to the QWA board.

This applies to owners that do not have us bill their renters as well as the renters we bill. QWA needs to be able to notify users for water outages, water rationing, line problems, government required water quality reports, billing issues, member meetings and system information.

Use this form to submit share owner information changes: as in the property changes hands, occupant changes (as in new renter), or a change in mailing address, email address or phone numbers. New owners/members will be contacted by QWA to sign the required Water Users Agreement and will be provided with a copy of the current Bylaws for your records. Transfer of water share ownership can only be made upon the books of the association.

***Please indicate the effective date of change.** _____

Please Print Clearly:

Owner information: (check one) **Change in Owner Info** **Change in Renter Info**

Name: _____

Mailing Address: _____

Property Address (if different): _____

Phone: _____ Cell or Alternate #: _____

Email Address: _____

If Known: Share # _____ Account # _____

Is this property used as a rental? YES NO (circle one)

Current Renter Information:

Name: _____

Mailing Address: _____

Phone: _____ Cell or Alternate #: _____

Email Address: _____

Return to: QWA – PO Box975, Clatskanie, OR 97016.

Thank you for your help – Quincy Water Association Board Members.