

TRANSFER PROCEDURES

If you sell your property, it is your responsibility or your realtors to call the office to start the process of transferring membership. Account will stay in your name and you will receive bills and be responsible for paying them until we receive the required paperwork to transfer membership into new owner's name.

To get the process started of transferring the membership call the office at (918)785-2950. Please have the following information available.

- * Sellers Name & Property Address
- * Sellers Forwarding Address
- * New Owner Information
- * Closing Date

All membership transfer papers will need to be signed by seller and buyer on original documents. **No e-mails or scanned documents will be accepted.**

Please make arrangements to call at least 10 days prior, but no later than 2 days prior to closing, so we can mail you membership papers and schedule final reading.

Thank you for understanding and helping this process move along seamlessly.