

_____ County Land Bank (CLRC) and _____ Division of Water
("Water Department") Rehabilitation and Sales Process

When CLRC acquires properties for rehabilitation or for sale to third-party owners, CLRC has no obligation to pay the water bills accrued by the previous owners, and CWD will not seek collection of those prior water bills from CCRLC. CWD's escrow requirements also will be waived on all CLRC rehabilitation or sale transactions.

- To begin this process, CLRC will provide Water Department with a list of properties that CLRC has acquired. This list will include the following information:
 - Permanent Parcel Number
 - Street Address
 - Transfer of Rehabilitation or sale to Third Party
 - If property is sold to Third Party - Name of Third Party
 - Request from Date of Title to CLRC
 - Estimated Date CLRC to establish "new service" for property slated for rehabilitation
- When a property is sold by CLRC to a third party, CLRC has to provide Water Department with the name of the third party, which allows Water Department to anticipate communication for new service, and treat the third party as a new customer. The list will reflect the date of transfer. CLRC will provide Water Department with copies of deeds or other documentation upon request. Water Department will research CLRC's list to identify any outstanding water bills, issues, or concerns and when necessary, commence collection activities against the previous owner of the property.
- As provided by the Codified Ordinances, Water Department will institute the collection process against the previous owners and will not pursue collection of the previous owner's water bills against CLRC.
- CLRC will be treated as a new owner. New owner fees will be applicable. Permits and fees will be processed through Water Department Permits and Sales unit.
- Once Water Department has reviewed the CLRC list, Water Department will provide CLRC a written statement, acknowledging receipt of the list confirming that Water Department will not pursue collection of the previous water bills against CLRC for the properties on the list.
- **The point-person** at Water Department for CLRC transactions is **[name] [phone]**.
- Water Department is not responsible for billing adjustments relative to the _____ sewer charges.