

COLUMBIA VALLEY WATER DISTRICT
WHATCOM COUNTY, WASHINGTON

INSTRUCTIONS FOR:
RELINQUISHMENT OF WATER SERVICE FORM
(FOR DISCONNECTING WATER SERVICE TO VACANT LOTS)

1. Grantor(s):

Fill in the names of ALL property owners exactly as listed on the property title or deed. (This should be your full legal name, no nicknames.) Be prepared to provide to the District proof of such legal property ownership.

2. Abbreviated legal description:

Fill in the Division, Lot and Block number of the VACANT property that you want to relinquish water service on.

3. Assessor's Tax Parcel Number(s):

Fill in the Assessor's Tax Parcel number for the VACANT property. You will find your tax parcel number on your property tax bill.

You can also find it using the Assessor's website:

<http://www.co.whatcom.wa.us/assessor/index.jsp>

Click on "Real Property Search", read the disclaimer, and click on "I agree". You can then search by plat (Paradise Lakes Country Club Division No XX), lot and block.

4. Enter Full Legal Name

Fill in the names of **ALL** property owners exactly as listed on the property title or deed. (This should be your full legal name, no nicknames.)

5. Enter Full Legal Description as it appears on your deed

For most properties, this will be the same as the abbreviated legal – the PLCC Division, lot and block. Some properties will have additional text included in the legal description on the deed.

6. Print Names

Fill in the names of ALL property owners exactly as listed on the property title or deed. (This should be your full legal name, no nicknames.)

7. Mailing Address

Fill in the mailing address for at least one property owner.

8. Signature of Property Owners

ALL property owners must sign this document in front of a **Notary Public**. The District has a Notary Public on staff who can witness your signature for a \$ 5.00 fee. Call ahead to make sure the Notary Public will be in (599-1699). The Notary Public will fill out the last page.

9. Where can I go with additional questions?

Beth Morgan, District Office Manager, Tel. 599-1699.