

**JOHNSTON COUNTY RURAL WATER DISTRICT #3**

10501 S REFUGE RD \* PO BOX 636  
TISHOMINGO OK 73460  
OFFICE: 580-371-2141 FAX: 580-371-3871  
E-mail: [info@jcrwd3.org](mailto:info@jcrwd3.org)  
Website: <http://jcrwd3.myruralwater.com>

**RULES AND REGULATIONS**

In accordance with the water user’s agreement, reference is made to (2.) of the application that your first month’s water bill will be for the minimum of \$30.00. This billing will have the meter reading space on the portion to be returned with your remittance.

Your second monthly bill will be calculated from your meter reading as scheduled below:

Zero to First 1,000 gallons	\$30.00 or Minimum
Next 1,000 gallons	5.60
Next 1,000 gallons	5.65
Next 1,000 gallons	5.70
Next 1,000 gallons & all over 5,000	5.75 per 1,000 gallons

You will be billed for the exact amount of water used, which is to the 10 gallons. Start at the stationary zero (0) on the right and fill in ALL numbers including zeros, just as they appear on your water meter.

Water users will be responsible for reading their meter and paying water bill on time. You may mail your bill, bring it to the Rural Water office, located ½ mile on Refuge Road, at 10501 S. Refuge Rd., Tishomingo, OK 73460

Office Hours are: 8:00 A.M. to 5:00 P.M. Monday through Friday  
Closed on Saturday and ALL LEGAL HOLIDAYS

If you mail your bill with your meter reading and your remittance, keep your stub for your receipt. If paying in the office, please bring your complete billing with your meter reading and we will stamp your copy paid.

Your water bill will be due upon receipt of the same. Your bill will become delinquent after the 16<sup>th</sup> of the month, unless the 16<sup>th</sup> falls on a weekend or holiday, then it will be due the working day BEFORE the 16<sup>th</sup>. Payments made after that date will have a late charge added. If your bill is not paid by the first of the following month, service will be discontinued. To regain water service the user will have to pay all delinquent bills, the minimum charge of \$30.00, the 5% late charge on any unpaid balance, plus a \$100.00 service fee to get water turned back on. After 12 months of non-payment, the water service will expire and be removed. If water is desired at a later date, a new application must be signed and a new hook up charge of \$750.00 or whatever the charge is for a new service at the time of application. The unpaid balance when the service expired will need to be paid if being re-established by same property owner. New water service for property without an existing connection is \$2,000.00.

**RENTAL PROPERTY:** When a tenant moves, the water user must notify the water office and the meter will be read out for a final reading. The water will be turned off and the meter box locked for the next tenant. The new tenant will have to come to our office to put up a \$150.00 deposit, which is refunded when final bill is paid. After the deposit is paid, our manager will turn the water on as soon as possible. The property owner will still be responsible for two (2) months billing, providing it is not paid by the tenant and exceeds the \$150.00 deposit.

**PROPERTY BEING SOLD:** The owner should take care of the water bill before selling the property, however, if the bill has not been paid, then the NEW OWNER is responsible for any billings, which may be due.

**HOW TO READ METER: READ MONTHLY**

Open cap on the top of meter. Ignore red pointer. Notice dial has 5 or 6 digits (like your car odometer) and a large black zero on the right (this zero is already printed on the billing card.) Start at the large black zero and write on the card just like it appears on the meter. Please read the meter as soon as you get the bill.

EXAMPLE: 0 0 6 0 9 0 this is 60,090 gallons NOT 6,009 gallons

**NOTICE:** A \$20.00 meter reading fee will be charged monthly to those users who do not read their meter every month.

**Your meter reading needs to be in the office NO LATER than the 18<sup>th</sup> of each month.**

I have received a copy of these rules & regulations. Print: \_\_\_\_\_ Date: \_\_\_\_\_

Sign: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_