

QUIT CLAIM INSTRUCTIONS

1. The person(s) listed in first line of the Quit Claim need to be owner of record for the property, as filed with the San Miguel County Courthouse. In the case of multiple owners, all owners need to be listed and to sign, even if not living in the house.
2. The date should be the same date listed on page 3 of both the APPLICATION FOR WATER SERVICE and MEMBERSHIP CERTIFICATE and EL CRESTON MDWCA WATER CONSUMERS AGREEMENT. All three can be signed at the same time, provided a Notary is available.
3. Calculate the amount of water by multiplying 0.0672 times the number of people normally living in the house. If you have a student who is away at school, include the student in the person count. ie, 4 people x 0.672 = 0.2688 acre feet. (slightly more than a quarter acre foot)
4. The well record refers to your well record number, e.g. UP-968. It will be in the upper right corner of your Application to Appropriate. If the well record is not in your name, you will need to file a change of ownership document with the OSE, together with a nominal (\$3 I think) fee. You will also need a certified copy of the warranty deed transferring ownership to you, which you can obtain at the San Miguel County Courthouse. If several people have not recorded their ownership, you will need certified copies of all deeds from the owner of record listed in the OSE's records to you. (I had to get three certified copies to bring our well record up to date, and it took about 30 mins to get them - they are very quick)
5. Point of Diversion is listed on the Well Record, and will look like:
X=226,000 feet, Y=1,654,000 feet NM Coordinate System
6. The Purpose of Use is Domestic
7. The place of use will be your residence address, e.g. 298 Coyote Road, Las Vegas
8. The lines below the "Witness the/their Hand" lines need to be signed in front of a notary by all owners of record.
9. On the second page, "Exhibit A" the section "further described" is the legal description of your property in your warranty deed or other deed of transfer. Copy it verbatim.
10. The usage and number of persons is the same as calculated for page 1.