

**Fripp Island Public Service District**  
**Owner Guidelines for Establishing or Discontinuing Water/Sewer Service**

Office hours are 8:30 am to 4:30 pm, Monday – Friday.

Office address:       291 Tarpon Blvd.  
                              Fripp Island, SC 29920

Website:               www.fipsd.org  
Email address:        contact@fipsd.org

Telephone #: (843) 838-2400  
Fax #:         (843) 838-4900

1.       When you purchase a home within our service area, please call the Fripp Island Public Service District to establish service. You are encouraged to call as far in advance of the closing date as possible. You will be asked some preliminary questions; then you will be provided with a “Water/Sewer Service Customer Agreement” (by mail, fax or email). You may also visit the Water & Sewer page of our website to download the form in .pdf format. This form must be completed and returned to the Fripp Island Public Service District before service will be provided.

2.       When you sell your home, you must call the District to request a water meter reading that will be used to finalize your account, and to provide forwarding address information, if necessary. If a seller fails to contact the District by the date of closing, he/she may be held responsible for all charges incurred up to the date of contact. The District will transfer the service to the new owner without a break in service if both parties have contacted the District, and the new owner has completed the Customer Agreement.

3.       Once notified of a change of ownership, the District will obtain a water meter reading, usually on the date of closing. The account will go into the new owner’s name effective on the date requested on the Customer Agreement. If the seller requests that their account be terminated and the new owner has *not* completed the Customer Agreement and returned it to the District’s office, the service will be disconnected until the form is received.

4.       At this time, there are no connection charges or advance deposits associated with transferring existing service from one owner to another. There is a \$25.00 non-refundable administrative fee to establish a new account and/or transfer service to a new customer. This fee will appear on the new customer’s first quarterly bill.

5.       The District does **not** transfer service to a renter or lessee. The District will, at the owner’s written request, mail the quarterly bills for the account to an alternate mailing address. The owner is responsible for all charges on the account, including, but not limited to, unpaid balances, penalties, non-payment fees and reconnection fees. It is the owner’s responsibility to update the mailing address for the account promptly upon any change.