



**ENGINEERING REVIEW SECTION
INSTRUCTIONS FOR NOTICE OF TRANSFER FOR AN
ON-SITE WASTEWATER TREATMENT FACILITY**

OVERVIEW OF REQUIREMENTS AND PROCESS

Any person selling or transferring ownership of a property served by an on-site wastewater treatment facility (including a conventional septic tank system or alternative on-site wastewater treatment facility) must retain a qualified Inspector to inspect the facility within six months prior to transferring ownership of the property (Arizona Administrative Code, A.A.C. R18-9-A316). Typically, such an inspection is triggered by the resale of a home by an owner, whether with or without the assistance of a real estate professional.

The requirement to have the on-site wastewater treatment facility inspected within six months prior to property transfer is a provision of Arizona law, and takes precedence over any conflicting terms that may exist in any contract pertaining to the property transfer.

A person shall not use a cesspool for sewage disposal (per Arizona Administrative Code, A.A.C. R18-9-A309(A)(4)).

WHAT IS REQUIRED TO TRANSFER OWNERSHIP OF MY ON-SITE FACILITY?

An inspector that is qualified under A.A.C. R18-9-A316, must complete a *Report of Inspection* form and provide it to the seller as required by the Code. Any significant amount of waste must also be pumped from each tank. If there is more than one on-site system in use on the property, the Inspector shall complete a *Report of Inspection* form for each system.

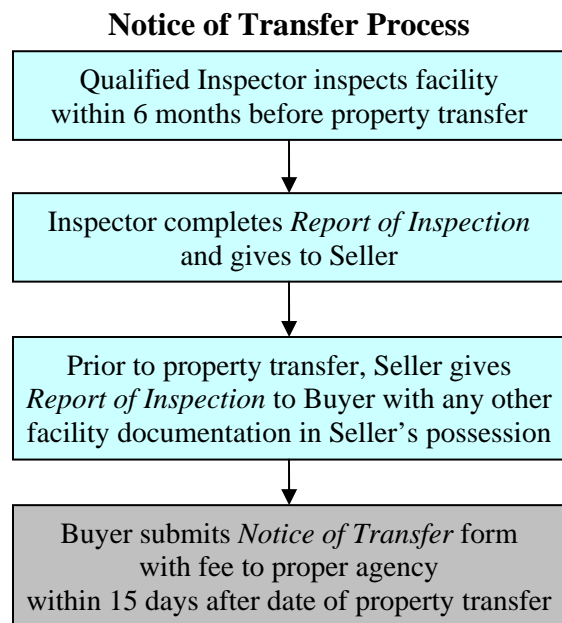
Before the transfer date (closing date) of the property, the seller shall provide the buyer with the completed *Report of Inspection* form and any other documents they may have in their possession that relate to the permitting or operation and maintenance of the septic tanks systems or alternative on-site wastewater treatment facility.

Within 15 calendar days after the date of property transfer, the Buyer shall submit a completed *Notice of Transfer* form for the change of ownership, and file it with the proper agency indicated in the filing instructions.

A qualified inspector will have available a current *Report of Inspection* form.

FILING BY MAIL For instructions to submit a *Notice of Transfer* form and fee by mail, see Page ii. Property buyers, or anyone submitting this *Notice of Transfer* form on their behalf, are required to completely and accurately fill out this form to the best of their knowledge.

FILING ONLINE You may also file your *Notice of Transfer* online. For further information, go to ADEQ website <http://www.azdeq.gov/environ/water/engineering/not.html>.



FILING INSTRUCTIONS

A Notice of Transfer is filed by the property assessor parcel number. A Notice of Transfer is required for each individual parcel and may include information for one or more treatment facilities on the parcel.

A separate transfer fee must be submitted for each parcel. Individual payment for two or more transfer fees will not be accepted and will be returned to the individual or company submitting the payment. The transfer fee is \$50 per parcel, regardless of the number of treatment facilities on the parcel.

When submitting an Onsite Wastewater Septic Treatment Facility Notice of Transfer (NOT) by mail, please complete the entire NOT form. Submittal of the seven-page Report of Inspection is not accepted as the two-page Notice of Transfer form. A Report of Inspection is for the confidential use of the transferor/seller and transferee/buyer. An incomplete form or a payment payable to a county agency received by ADEQ will be returned to the individual or company submitting the Notice of Transfer by mail.

FILING A NOTICE OF TRANSFER BY MAIL

The *Notice of Transfer* form and fee **must be filed with the proper county or state agency** when submitting an Onsite Wastewater Septic Treatment Facility *Notice of Transfer* by mail.

Pima County

ADEQ does **not** process Notice of Transfer submittals for properties located in Pima County. **Please contact Pima County Development Services** for information regarding Notice of Transfer submittals and fees at:

Pima County Development Services
Septic Counter – Pima County Notice of Transfer
201 N Stone Avenue
Tucson, AZ 85701
(520) 740-6520

Navajo County

For properties located in Navajo County, **ALL forms and fees** for a *Notice of Transfer* are to be **submitted to the state agency**, Arizona Department of Environmental Quality, and can be filed by mail or filed online. Make payment payable to “ADEQ” and mail with the completed form to the state agency address listed below.

All Other Counties

For properties located in all other counties, the proper agency to submit the *Notice of Transfer* form and fee to is **determined by the year of construction of the treatment facility**.

For a property with a treatment facility **constructed Before January 1, 2001**, submit the form and fee to the **state agency**. Make payment payable to “ADEQ” and mail with the completed form to:

Arizona Department of Environmental Quality
NOT Program – Fifth Floor
1110 West Washington Street
Phoenix, AZ 85007

For a property with a treatment facility **constructed On January 1, 2001 or After January 1, 2001**, submit the form and fee to the **county agency** in which the property is located. Make payment payable to the proper county agency listed below and mail with the completed form to the appropriate county agency address:

MAILING ADDRESSES FOR COUNTY AGENCIES

Apache County Community Development

P.O. Box 238
St. Johns, AZ 85936
Tel: (928) 337-7526

Cochise County Health Department Environmental Health Division

1415 W. Melody Lane, Bldg. A
Bisbee, AZ 85603
Tel: (520) 432-9440

CCHD-EQ

Coconino County Health Department Environmental Quality Services

2500 Ft. Valley Road, Building 1
Flagstaff, AZ 86001
Tel: (928) 679-8764

GCCD

Gila County Community Development Wastewater Dept

608 E. Highway 260
Payson, AZ 85541
Tel: (928) 474-7175

Graham County Health Department

826 W. Main
Safford, AZ 85546
Tel: (928) 428-1962

Greenlee County

P.O. Box 936
Clifton, AZ 85533
Tel: (928) 865-2601

La Paz County Health Department

1112 Joshua Street, #206
Parker, AZ 85344
Tel: (928) 669-1100

Maricopa County Environmental Services

1001 N. Central, Suite 150
Phoenix, AZ 85004
Tel: (602) 506-0952

Mohave County Health Department

P.O. Box 7000
Attention: Environmental Health
Kingman, AZ 86402-7000
Tel: (928) 757-0901

PCES

Pinal County Environmental Services

P.O. Box 2517
Attention: Septic Transfer
Florence, AZ 85232-2517
Tel: (520) 866-6633

Santa Cruz County Health Department

2150 N. Congress Street
Nogales, AZ 85621
Tel: (520) 375-7900

Yavapai County Development Services Environmental Unit

500 S. Marina St
Prescott, AZ 86303
Tel: (928) 771-3214

Yuma County Developmental Services ATTN: Environmental Health Section

2351 W. 26th Street
Yuma, AZ 85364
Tel: (928) 817-5084



**ENGINEERING REVIEW SECTION
NOTICE OF TRANSFER OF OWNERSHIP
FOR AN ON-SITE WASTEWATER TREATMENT FACILITY**

1 Property Information (All fields are required)		
Address _____	County _____	
_____	Tax Parcel No. _____	
City _____	Zip _____	<input type="checkbox"/> Residential property, or <input type="checkbox"/> Non-residential property
2 Transferor/Seller/Former Owner of Property (All fields are required)		
Name _____		
Mailing Address _____		
_____	_____	_____
City _____	State _____	Zip _____
Phone No. _____	Fax _____	Email _____
3 Transferee /Buyer/New Owner of Property (All fields are required)		
Name _____		
Mailing Address _____		
_____	_____	_____
City _____	State _____	Zip _____
Phone No. _____	Fax _____	Email _____
<input type="checkbox"/> Transferee/Buyer must check this box if the On-site Wastewater Treatment Facility is Exempted From Inspection		
An inspection is not required if both of the following conditions apply (Buyer shall check applicable boxes to affirm that these conditions are met, provide the file number and authorization date, then skip directly to Item 8 before submitting this form):		
<input type="checkbox"/> A Discharge Authorization was issued by ADEQ or its delegated county agency to operate the facility. Discharge Authorization File No.: _____ Discharge Authorization Date: _____		
<input type="checkbox"/> The facility has never been put into service before this property transfer.		
4 Inspector Information (All fields are required)		
Inspector Name _____	NAWT Inspector No. _____	
Company Name _____	_____	
Address _____	_____	
_____	_____	
Phone No. _____	Fax _____	Email _____
5 Date of Facility Construction (Copy from either Item 7A or 7B of the REPORT OF INSPECTION form)		
<input type="checkbox"/> Before January 1, 2001, or		
<input type="checkbox"/> On or after January 1, 2001 as authorized by ADEQ or its delegated county agency		
Department Use Only		Date Stamp
Check # and Amount	_____	
Date Entered into OWN	_____	
Clerk Initials	_____	

6 Facility Type (Refer to Item 7 of the REPORT OF INSPECTION form)

- Conventional septic tank/disposal system (very common—any system consisting of a septic tank that disposes effluent to trench, bed, chamber technology, or seepage pit), or
- Alternative on-site system (not common—any system using an alternative technology for treatment or disposal)

7 Inspection Information (Copy all required information from the REPORT OF INSPECTION form)

Date of Inspection (from Item 13 of *Report of Inspection* form): _____

Design flow of facility (from Item 6E of *Report of Inspection* form): _____ gallons per day

Please indicate any file number/dates as indicated in Item 5 of Report of Inspection form:

- Discharge Authorization* issued on or after January 1, 2001 (Item 5B of *Report of Inspection* form):
File No. _____ Date issued: _____, or
- Approval of Construction* or other permitting document issued by ADEQ or a County agency before January 1, 2001 (Item 5C of *Report of Inspection* form): File No. _____ Date issued: _____

Please indicate the number of septic tanks in use on this property: _____

Was the Septic tank(s) pumped as part of inspection (Item 8A of *Report of Inspection* form)? Yes No

If the answer is No above, please indicate why the septic tank(s) were not pumped:

- The septic tank was put into service less than 12 months before inspection, or
- Pumping or servicing was not necessary at the time of inspection based on manufacturers written operation and maintenance instructions (applicable only to alternative technologies), or
- No accumulation of floating or settled waste was present in the septic tank (may be applicable to certain remote or seasonal systems with little use).

Were repairs made as part of the inspection (Item 12B of *Report of Inspection* form)? Yes No

8 Form Submittal and Buyer/Transferee Advisory (All information is required)

- Date of property transfer (closing date): _____
- Date of submittal of this *Notice of Transfer* form: _____
- Check this box to confirm the \$50 filing fee is being submitted with this *Notice of Transfer* form

Please Select who is submitting this Notice of Transfer Form:

- Buyer/Transferee, or
- A person submitting this form on behalf of the Buyer/Transferee (Please complete the required information below)

Name of Submitter: _____

Company: _____

Address: _____

Phone Number: _____

Relationship of submitter : _____ Escrow Officer/Title Company, or Other (indicate): _____

9 Certification/Signature (All information is required)

- I, as the Buyer/Transferee, certify that I have received a Report of Inspection from the Seller/Transferor or their representative, and that I have accurately completed this Notice of Transfer form to the best of my knowledge, or
- I, as a person submitting this form on behalf of the Buyer/Transferee, certify that the information provided in this Notice of Transfer form is complete and accurate to the best of my knowledge.

Signature: _____ Date: _____