



**GROUNDWATER 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.

The requirement to have the on-site wastewater treatment facility inspected within six months prior to property transfer is a provision of Arizona rule, 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)). Do not use this form to transfer a cesspool.

**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.

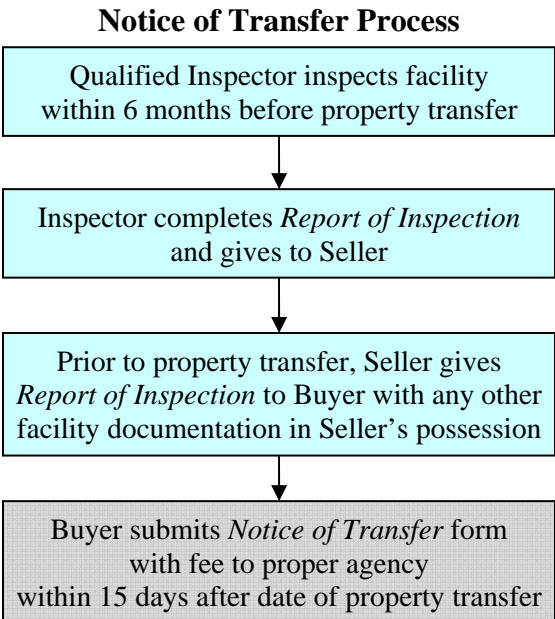
Before the transfer date (closing date) of the property, the seller shall provide the buyer with the completed *Report of Inspection* form and any other documents they may have in their possession that relate to the permitting or operation and maintenance of the septic tanks systems or alternative on-site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

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 <https://ptl.az.gov/app/own/home.xhtml> .



## FILING INSTRUCTIONS

The fee for a Notice of Transfer is \$50. 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 separate parcel.

When submitting a Notice of Transfer, please complete the entire NOT form. Do not send the Report of Inspection form to ADEQ. 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 PAPER FORM

You may file your *Notice of Transfer* online at <https://ptl.az.gov/app/own/home.xhtml>, but if you would like to file by paper form, the *Notice of Transfer* form and fee **must be filed with the proper county**. There are some exceptions, see below.

#### 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.

#### Navajo County

For properties located in Navajo County, **ALL forms and fees** for a *Notice of Transfer* are to be **submitted to the 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 ADEQ; address listed below.

#### Apache County

For properties located in Apache County, 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 ADEQ. 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 **Apache County**. Make payment payable to Apache County at the address listed on the next page.

#### For all other Counties

Please file your Notice of Transfer online at <https://ptl.az.gov/app/own/home.xhtml> or with the County agency listed below.

## MAILING ADDRESSES FOR COUNTY AGENCIES

### **Apache County Environmental Health Services**

P.O. Box 697  
St. Johns, AZ 85936  
Tel: (928) 337-7607

### **Cochise County Planning, Zoning and Building Safety**

1415 W. Melody Lane, Bldg. E  
Bisbee, AZ 85603  
Tel: (520) 432-9240

### **Coconino County Health Department Environmental Quality Services**

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

### **Gila County Community Development Wastewater Dept**

608 E. Highway 260  
Payson, AZ 85541  
Tel. (928) 474-9276

### **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 Community Development Department**

1112 Joshua Street, #202  
Parker, AZ 85344  
Tel: (928) 669-6138

### **Maricopa County Environmental Services**

1001 N. Central, Suite 695  
Phoenix, AZ 85004  
Tel: (602) 506-6616

### **Mohave County Health Department**

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

### **Pima County Development Services**

Septic Counter – Pima County Notice of Transfer  
201 N Stone Avenue  
Tucson, AZ 85701  
(520) 740-6498

### **Pinal County Environmental Services**

P.O. Box 2517  
Attention: Septic Transfer  
Florence, AZ 85132-2517  
Tel: (520) 866-6633

### **Santa Cruz County Health Department**

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

### **Yavapai County Development Services Environmental Unit**

1120 Commerce Dr.  
Prescott, AZ 86305  
Tel: (928) 771-3214

### **Yuma County Developmental Services**

ATTN: Environmental Health Section  
2351 W. 26<sup>th</sup> Street  
Yuma, AZ 85364  
Tel: (928) 817-5084



**GROUNDWATER 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 \_\_\_\_\_  Residential property, or  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 \_\_\_\_\_

**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):

A Discharge Authorization was issued by ADEQ or its delegated county agency to operate the facility.  
 Discharge Authorization File No.: \_\_\_\_\_  
 Discharge Authorization Date: \_\_\_\_\_

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)**

Before January 1, 2001, or  
 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 5A 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 5B 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 8Q 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: \_\_\_\_\_