



MOHAVE COUNTY DEVELOPMENT SERVICES

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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 (includes 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 the owner.

The requirement to have the on-site wastewater treatment facility (septic system) 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.

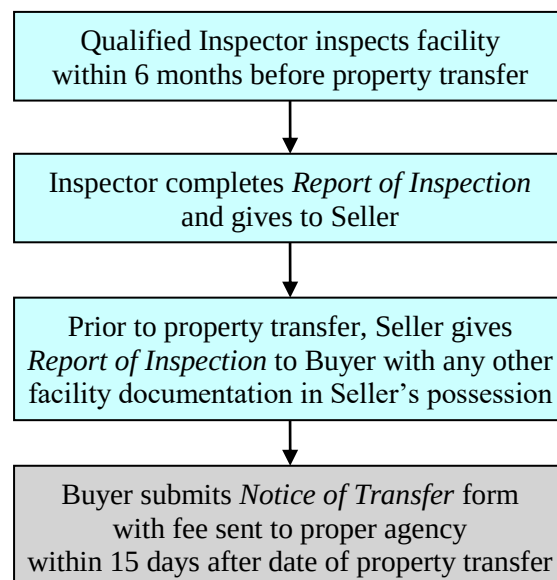
WHAT IS REQUIRED TO TRANSFER OWNERSHIP OF MY ON-SITE FACILITY?

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 (ROI)* form for each septic system.

Before the transfer date (closing date) of the property, the seller shall provide the buyer with the completed *Report of Inspection (ROI)* form and any other documents they may have in their possession that relate to the permitting or operation and maintenance of the septic systems or alternative on-site wastewater treatment facility. The ROI is valid for only 6 months.

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 the NOT with the proper agency indicated in the Filing Instructions, page ii.

Notice of Transfer Process



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

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

FILING ONLINE As of August 1, 2017, ADEQ has ONLY been accepting *Notice of Transfers* that are filed online. For further information and to begin, click here: <https://ptl.az.gov/app/own/home.xhtml>

FILING INSTRUCTIONS

As of August 1, 2024, ADEQ's fee for a *Notice of Transfer* is \$70.00 per parcel regardless of the number of septic systems on the property. An **ONLINE** *Notice of Transfer* must be completed for each individual parcel and will include the required information for one or more treatment facilities (septic systems) if located on the same parcel. A separate \$70.00 transfer fee must be submitted to ADEQ for each separate parcel if a septic system is located on two separate properties. The *Report of Inspection (ROI)* form is not required for submission to ADEQ.

If the electronic *Notice of Transfer* form is not completed accurately, then the form will automatically be rejected in ADEQ's system. A check payment received by ADEQ that is payable to a county agency, will automatically be returned by mail to the Corporate Office or to the individual customer that submitted the transfer fee.

FILING A NOTICE OF TRANSFER BY PAPER FORM

As of August 1, 2017, ADEQ discontinued processing ALL PAPER *Notice of Transfer (NOT)* forms and will only accept them if they are filed electronically at <https://ptl.az.gov/app/own/home.xhtml>. If you would like to complete a *Notice of Transfer* paper form, **the transfer fee payment and NOT paper form must be filed and mailed to the appropriate county agency at the address listed on Page iv.**

ADEQ DISCONTINUED SERVICING MOHAVE COUNTY REGARDING THE NOTICE OF TRANSFER PROCESS AND SUBMISSION OF THE PAYMENTS AND FORMS FOR PROPERTIES LOCATED WITHIN THE COUNTY:

Mohave County

For properties located in Mohave County, **ALL forms and fee payments** for a *Notice of Transfer* are to be **submitted to the Mohave County Development Services Department, Environmental Quality Division** effective as of October 15, 2024. Notice of Transfer fee for Mohave County is \$50.00 per parcel. Make your payments payable to "MOHAVE COUNTY" and submit using ***their*** NOT county form at the address listed on Page iii. Additional information on their website is located: <https://www.mohave.gov/departments/development-services/environmental-qualitywaste-disposal/septic-well-permitting>

MAILING ADDRESSES FOR COUNTY AGENCIES

**Apache County Environmental
Health Services**

P.O. Box 697
St. Johns, Arizona 85936
(928) 337-7607

**Cochise County Health & Social Services,
Environmental Health Division**

126 West 5th Street
Benson, Arizona 85602
(520) 586-8200

**Coconino County Community Development
Environmental Quality Services**

2500 North Fort Valley Road, Building 1
Flagstaff, Arizona 86001
Tel: (928) 679-8850

**Gila County Division of Health
and Emergency Services**

5515 S. Apache Avenue, Ste. 100
Globe, Arizona 85501
(928) 402-4332

Graham County Health Department

826 West Main
Safford, Arizona 85546
(928) 428-1962

Greenlee County

P.O. Box 936
Clifton, Arizona 85533
(928) 865-2601

**La Paz County Community Development
Department**

1112 Joshua Street, #202
Parker, Arizona 85344
(928) 669-6138

Maricopa County Environmental Services

301 West Jefferson Street, Ste. 170
Phoenix, Arizona 85003
(602) 506-6616

**Mohave County
Development Services Department**

P.O. Box 7000
Attn: Environmental Quality
Kingman, Arizona 86402-7000
(928) 757-0903

Pima County Development Services

Septic Counter – Notice of Transfer
201 North Stone Avenue
Tucson, Arizona 85701
(520) 724-9000

Pinal County Environmental Services

P.O. Box 749
Attention: Septic Transfer
Florence, Arizona 85132-2517
(520) 866-6864

Santa Cruz County Health Department

2150 N. Congress Drive
Nogales, Arizona 85621
(520) 375-7900

**Yavapai County Development Services
Environmental Unit**

1120 Commerce Drive
Prescott, Arizona 86305
(928) 771-3214

Yuma County Developmental Services

Attn: Environmental Health Section
2351 West 26th Street
Yuma, Arizona 85364
(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 _____
City _____		Tax Parcel No. _____
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 Exempt from an 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/Permit No.: _____ Discharge Authorization Permit 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 (From 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 (From 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 (Indicated in the *Report of Inspection* form): _____

Design flow of facility (Indicated in the *Report of Inspection* form): _____ gallons per day

Please indicate any file number/dates as listed in the of Report of Inspection form:

- ☐ *Discharge Authorization* issued on or after January 1, 2001 (Indicated in the *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
(Indicated in the *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 (Indicated in the *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 (Indicated in the *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 for this *Notice of Transfer* form: _____
- ☐ Check this box to confirm the \$50.00 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 to 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: _____