



**GROUNDWATER VALUE STREAM  
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 an 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.

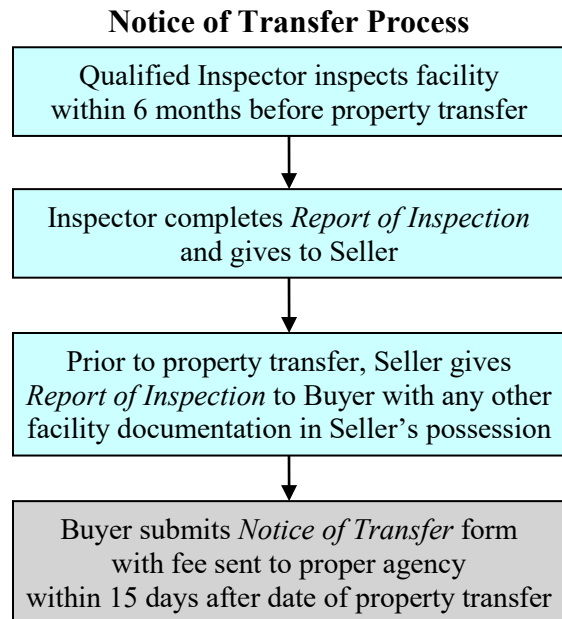
Before the transfer date (closing date) of the property, the seller shall provide the buyer with the completed *Report of Inspection (ROI)* form and any other documents they may have in their possession that relate to the permitting or operation and maintenance of the septic systems or alternative on-site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

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 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** As of August 1, 2017, ADEQ will ONLY accept *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

ADEQ's fee for a *Notice of Transfer* is \$50.00 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 \$50.00 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 at the address listed on Page iv.**

## ADEQ DISCONTINUED SERVICING THE FOLLOWING FOUR COUNTIES REGARDING THE NOTICE OF TRANSFER PROCESS AND SUBMISSION OF THE PAYMENTS AND FORMS FOR PROPERTIES LOCATED IN THESE FOUR COUNTIES:

### Coconino County

For properties located in Coconino County, ALL payment fees for a *Notice of Transfer* are to be submitted to the Coconino County Community Development, Environmental Quality Services effective as of November 9, 2020. Make your payments payable to "COCONINO COUNTY" and complete *their* NOT county form electronically at <https://www.coconino.az.gov/2291/Applications>.

### Maricopa County

For properties located in Maricopa County, ALL forms and payment fees for a *Notice of Transfer* are to be submitted to the Maricopa County Environmental Services (MCES) effective as of July 16, 2018. Make payments payable to "MARICOPA COUNTY" and submit with *their* completed NOT county form, to MCES at the address listed on Page iv.

### Yavapai County

For properties located in Yavapai County, ALL forms and payment fees for a *Notice of Transfer* are to be submitted to the Yavapai County Development Services (YCDS) effective as of July 16, 2018. YCDS requires online submittals of their Notice of Transfers through its web portal effective January 1, 2021. Make payments payable to "YAVAPAI COUNTY" and complete *their* NOT county form electronically at <https://www.citizenserve.com/Portal/PortalController>. YCDS requires online submittals of their Notice of Transfers through its web portal effective January 1, 2021.

### 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 their process for *Notice of Transfer* submittals and payment fees at the address listed on Page iv.

**For ALL other Counties**

An online *Notice of Transfer* has to be completed with ADEQ at <https://ptl.az.gov/app/own/home.xhtml> and the required transfer fee payment will need to be payable to ADEQ and submitted to ADEQ.

Please contact the county agency in which the property is located, to find out if that county agency will accept the use of a paper NOT form and the cost of *their* NOT transfer fee which the *PAPER FORM* and *FEE* would be submitted with the proper county in which the property is located. *SEE the list of counties on the next page.*

## MAILING ADDRESSES FOR COUNTY AGENCIES

**Apache County Environmental  
Health Services**  
P.O. Box 697  
St. Johns, Arizona 85936  
Tel: (928) 337-7607

**Cochise County Planning, Zoning and  
Building Safety**  
1415 West Melody Lane, Bldg. E  
Bisbee, Arizona 85603  
Tel: (520) 432-9240

**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  
Tel. (928) 402-4332

**Graham County Health Department**  
826 West Main  
Safford, Arizona 85546  
Tel: (928) 428-1962

**Greenlee County**  
P.O. Box 936  
Clifton, Arizona 85533  
Tel: (928) 865-2601

**La Paz County Community Development  
Department**  
1112 Joshua Street, #202  
Parker, Arizona 85344  
Tel: (928) 669-6138

**Maricopa County Environmental Services**  
301 West Jefferson Street, Ste. 170  
Phoenix, Arizona 85003  
Tel: (602) 506-6616

**Mohave County Health Department**  
P.O. Box 7000  
Attn: Environmental Health  
Kingman, Arizona 86402-7000  
Tel: (928) 757-0901

**Pima County Development Services**  
Septic Counter – Notice of Transfer  
201 North Stone Avenue  
Tucson, Arizona 85701  
(520) 740-6490

**Pinal County Environmental Services**  
P.O. Box 2973  
Attention: Septic Transfer  
Florence, Arizona 85132-2517  
Tel: (520) 866-6864

**Santa Cruz County Health Department**  
2150 N. Congress Drive  
Nogales, Arizona 85621  
Tel: (520) 375-7900

**Yavapai County Development Services  
Environmental Unit**  
1120 Commerce Drive  
Prescott, Arizona 86305  
Tel: (928) 771-3214

**Yuma County Developmental Services**  
Attn: Environmental Health Section  
2351 West 26<sup>th</sup> Street  
Yuma, Arizona 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: \_\_\_\_\_