

**INSTRUCTIONS FOR THE  
NOTICE OF TRANSFER  
FOR AN ON-SITE WASTEWATER TREATMENT FACILITY**

**INSTRUCTIONS**

A Notice of Transfer is required when a property served by an On-site Wastewater Treatment Facility (OWTF) is transferred. The buyer/transferee is responsible for submitting the Notice of Transfer to the Pima County Department of Environmental Quality (PDEQ).

**DO I NEED TO SUBMIT A NOTICE OF TRANSFER?**

YES. The buyer/transferee of a property served by an OWTF shall complete a Notice of Transfer form and submit the form to PDEQ within fifteen (15) calendar days after the property transfer.

**WHAT ARE THE REQUIREMENTS TO TRANSFER A SEPTIC TANK / ON-SITE WASTEWATER TREATMENT FACILITY?**

Within six months before the date of property transfer, the person who is transferring a property served by an on-site wastewater treatment facility shall retain an inspector to perform a transfer of ownership inspection of the on-site wastewater treatment facility. The inspector shall complete the form entitled "Report of Inspection" and provide it to the person transferring the property (the seller).

Before the property is transferred, the person transferring the property shall provide to the person to whom the property is transferred the completed "Report of Inspection" and any documents in the person's possession relating to permitting, operation, and maintenance of the on-site wastewater treatment facility. If PDEQ authorized construction of the on-site wastewater treatment facility under its permitting program, but the facility was not put into service before the property transfer, the transfer of ownership inspection is not required. However, the transferee (new owner of the property) must still file the Notice of Transfer form described above to provide new owner information to PDEQ. The person to whom the property is transferred (the buyer) shall complete this form within 15 calendar days after the property transfer submit the form to PDEQ. This form should be submitted to the Development Services Department's Septic Counter at 201 N. Stone Ave., Tucson, Arizona 85701

**IS THERE A FILING FEE?**

NO.

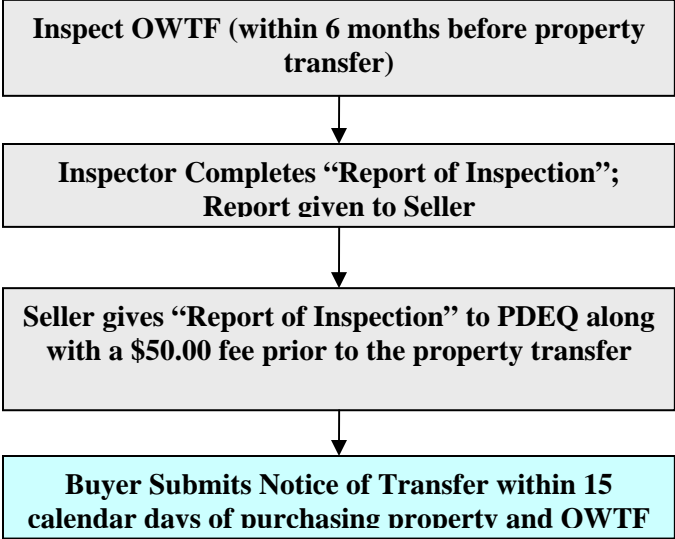


Figure 1. Flowchart of Notice of Transfer Process.



**NOTICE OF TRANSFER**  
FOR AN ON-SITE WASTEWATER TREATMENT FACILITY

**1 DATE CONSTRUCTION OF SYSTEM COMPLETED**

- Construction of Wastewater Treatment System completed before January 1, 2001.
- Construction of Wastewater Treatment System completed on or after January 1, 2001.

**2 PROPERTY INFORMATION**

Address \_\_\_\_\_ County \_\_\_\_\_  
 \_\_\_\_\_ Tax Parcel No. \_\_\_\_\_  
 City \_\_\_\_\_ Zip \_\_\_\_\_  Residential  Non-residential

**3 CURRENT OWNER/BUYER/TRANSFEEE**

Name \_\_\_\_\_  
 Mailing Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_

**4 REPORT OF INSPECTION**

- I have received the "Report of Inspection" from the transferor/seller.
- I have not received the "Report of Inspection" from the transferor/seller.

**Note: The transferor/seller is required to provide the "Report of Inspection" to the transferee/buyer before the property is purchased in accordance with Arizona Administrative Code R18-9-A316(D) and Pima County Code 7.21.050. An Inspection is not required if the system was constructed but not put into service.**

**5 FACILITY TYPE**

- Conventional septic tank/disposal system
- Alternative on-site system (check any that apply)
  - Septic Tank with Disposal by Trench, Bed, Chamber Technology, or Seepage Pit (4.02 GP)
  - Composting Toilet (4.03 GP)
  - Pressure Distribution System (4.04 GP)
  - Gravelless Trench (4.05 GP)
  - Natural Seal Evapotranspiration Bed (4.06 GP)
  - Lined Evapotranspiration Bed (4.07 GP)
  - Wisconsin Mound (4.08 GP)
  - Engineered Pad System (4.09 GP)
  - Intermittent Sand Filter (4.10 GP)
  - Peat Filter (4.11 GP)
  - Textile Filter (4.12 GP)
  - Denitrifying System Using Separated Wastewater Streams (4.13 GP)
  - Sewage Vault (4.14 GP)
  - Aerobic System (4.15 GP)
  - Nitrate-Reactive Media Filter (4.16 GP)
  - Cap System (4.17 GP)
  - Constructed Wetland (4.18 GP)
  - Sand-Lined Trench (4.19 GP)
  - Disinfection Devices (4.20 GP)
  - Surface Disposal (4.21 GP)
  - Subsurface Drip Irrigation Disposal (4.22 GP)
  - Combination of the above; design flow between 3000 to 23,999 Gallons Per Day (4.23 GP)

**6 ACKNOWLEDGMENT OF PROPERTY TRANSFER**

BUYER/TRANSFEEE SIGNATURE: \_\_\_\_\_  
 DATE OF TRANSFER: \_\_\_\_\_