NECHES & TRINITY VALLEYS
GROUNDWATER CONSERVATION DISTRICT
P.O. Box 1387 • 501 Devereaux St., Suite 201, Jacksonville, TX 75766
Phone: (903) 541-4845 • Fax: (903) 541-4869 • office@ntvgcd.org

NOTICE OF TRANSFER OF OWNERSHIP OR LEASE

FOR DISTRICT USE ONLY	
State/District Well No.: _____	Date Application Received: _____
Fee Received: $ _____ Paid By: _____	Date Received: _____
Date Approved: _____	Approved By: _____

Instructions: Within 30 days after the transfer of ownership of all or part of an operating permit or groundwater exportation permit, or of all or part of a lease of the right to withdraw or export groundwater, the transferee must file this notice with evidence of the change of ownership (§§ 5.213, 5.309). If the notice is complete and the transfer complies with the District Rules, the General Manager will issue an amended permit to the transferor, transferee, or both (ownership transfer) or update the District's permit records (lease). Use this form also to give notice of a change in ownership of a registered well within 30 days (§ 4.002). This notice does not change the authorized amount, rate, purpose, place of use, or point of withdrawal; those changes require an application to amend. A change-of-ownership fee may apply per the District's fee schedule, except that no fee is assessed for a well described by § 7.009.

Part I. Type of Transfer

Authorization being transferred (check one):

☐ Operating Permit ☐ Groundwater Exportation Permit ☐ Registered Well (§ 4.002)

Permit / Registration No.: _____

Nature of transfer (check one):

☐ Transfer of ownership — all of the permit ☐ Transfer of ownership — part of the permit

☐ Lease of the right to withdraw or export groundwater

Amount transferred or leased (acre-feet/year), if less than all: _____

Lease term (if applicable) — begins: _____ ends: _____

Date ownership changed or lease took effect: _____

Part II. Transferor (Current Permit Holder / Owner)

☐ Individual ☐ Partnership ☐ Corporation ☐ Governmental Entity ☐ Estate/Trust/Guardianship

Name: _____

Mailing Address (Street/PO Box, City, State, Zip): _____

Telephone: _____ Email: _____

Part III. Transferee (New Owner / Lessee)

☐ Individual ☐ Partnership ☐ Corporation ☐ Governmental Entity ☐ Estate/Trust/Guardianship

Name: _____

Mailing Address (Street/PO Box, City, State, Zip): _____

Physical Address (Street, City, State, Zip): _____

Telephone: _____ Email: _____

If the transferee is not the owner of the property on which the well is located, attach documentation establishing authority to operate the well (§§ 5.208(a)(1), 5.501(b)(2)).

Part IV. Well Information

Well Number / Name: _____

Well site physical (911) address: _____

County: _____ GPS Latitude: _____ Longitude: _____

Acreage: _____ Abstract / Survey: _____ Block / Tract / Lot: _____

Well depth: _____ ft. Pump size: _____ HP Pumping capacity: _____ gpm

Aquifer: _____

Purpose(s) of use: _____

Estimated annual amount of water to be used (acre-feet or gallons): _____

Part V. Required Attachments

☐ **1.** Evidence of the change of ownership (e.g., recorded deed, assignment, probate documents, court order, or closing statement) or a copy of the lease.

☐ **2.** Signatory documents — attach each that applies:

- ☐ Written evidence of an agent's authority to sign for the transferee (§ 9.104(b)(1)).
- ☐ Assumed name certificate (individual or partnership doing business under an assumed name) (§ 9.104(b)(1), (3)).
- ☐ Joint transferees: written designation of the transferee selected to represent the others (§§ 9.103, 9.104(b)(2)).
- ☐ Estate or guardianship: current letters testamentary or order appointing guardian (§ 9.104(b)(4)).
- ☐ Corporation, district, county, city, or other entity: bylaws, charter, resolution, or corporate affidavit showing the signing official's authority (§ 9.104(b)(5)).
- ☐ Trust: name of the trust, nature of the trust agreement, and name and current address of each beneficiary (§ 9.104(b)(6)).

☐ **3.** Map showing the property boundaries and the well location.

Part VI. Transferee Certifications (initial all that apply)

_____ Transferee accepts and will comply with the terms and conditions of the permit and the District Rules.

_____ The well will be equipped and maintained to prevent the escape of groundwater and the pollution or harmful alteration of groundwater, and every reasonable precaution will be used to prevent waste.

_____ If the well fails or becomes inactive, transferee will comply with District Rules and 16 TAC Chapter 76 for plugging or capping and report closure to the District.

_____ Transferee will keep the well site accessible to District representatives for inspection (Tex. Water Code § 36.123).

Part VII. Transferor Acknowledgment (recommended)

The undersigned transferor acknowledges the transfer or lease described above.

Transferor signature: _____ Date: _____

Printed name: _____ Title: _____

Attestation and Signature (Required — § 9.104)

STATE OF TEXAS §

COUNTY OF _____ §

I certify that the information provided in this notice is true and accurate to the best of my knowledge and belief, and I subscribe and swear or affirm under oath that the facts set out herein are accurate.

Signature requirements (§ 9.104): A partnership must state whether it is a general, limited, or limited liability partnership. A trustee must sign as "trustee." Each joint transferee must sign, and where spouses own the well or interest, each spouse must sign. A person signing on behalf of the transferee must provide the information below.

Signer's Position: _____ Telephone: _____ Email: _____

Signer’s Physical and Mailing Address:
_____

Signed: _____ Date: _____

Printed Name: _____ Title: _____

Joint Transferee / Spouse (if applicable):

Signed: _____ Date: _____

Printed Name: _____ Title: _____

Subscribed and sworn to before me on this _____ day of _____, 20_____.

_____ Notary Public, State of Texas (SEAL)