SURFACE WATER RIGHTS CHANGE OF OWNERSHIP FORM

This Form is required to update the TCEQ ownership records of surface water rights in Texas. Submit a separate form for each water right. **See accompanying instructions regarding completion of this Form.** If you require additional assistance, you may contact the Water Rights Compliance Assurance Team (WRCAT) at (512) 239-4600.

1. Indicate: **Water Rights Permit No.** _____ and **River Basin No.** _____, *or* **Certificate of Adjudication No.** _____

2. Provide the contact information for the person TCEQ may contact while processing this form. Please verify that the mailing address is recognized by the US Postal Service (USPS) on the USPS website at https://tools.usps.com/go/ZipLookupAction!input.action.

   Contact Name: _____

   Mailing Address: _____

   City: _____State: _____ZIP Code + four: _____

   Telephone No(s). Home: _____Office: _____

   Email Address: _____

3. Provide the Full Legal Name of each new owner of the water right and the address information of each owner (for Notices and communications once the water right ownership has been updated) in the spaces below. ***Note - The names of the new owner(s) must match the legal recorded conveyance documents that prove the change of ownership. Additionally, if a new owner is an entity, the legal name must match the name as filed with the Texas Secretary of State, County, or any other legal documents forming the entity.***

   Please verify that the mailing address is recognized by the USPS website at https://tools.usps.com/go/ZipLookupAction!input.action.

   First New Owner's Name(s): _____

   Mailing Address: _____

   City: _____State: _____ZIP Code + four: _____

   Telephone No(s). Home: _____Office: _____

   Email Address: _____

   Submit additional new owners name(s) and address(es) below or on a supplemental sheet.

   Additional New Owner(s) Contact Information:

   _____

   _____

   _____

   _____

   _____

a. Is any new owner a Corporation, a Limited Partnership, a Limited Liability Company, or Limited Liability Partnership registered with the Texas Secretary of State? Yes or No_____.

   If yes, provide Secretary of State Filing Number(s):_____. You may verify an entity's name and filing number at http://www.sos.state.tx.us/corp/sosda/index.shtml

4. If a new owner is currently a customer with the TCEQ, provide the Customer Number (CN) below. You may search for an Owner's CN on the TCEQ website at http://www15.tceq.texas.gov/crpub/index.cfm?fuseaction=cust.CustSearch

   CN: _____ (leave blank if the new owner does not yet have a CN).

5. Pursuant to Title 30 Texas Administrative Code (TAC) Sections 297.81-297.83, relating to Conveyances of Land and Water Rights, **the following additional items must be submitted or the Form may be returned without processing.**

   a. This **"Change of Ownership"** Form fully completed, signed.

   b. Documents establishing a **complete chain of title** from the owner of record to the new owner. All such conveyance documents must be copies of **Certified** and/or **Recorded** documents on file in applicable county property records. (These documents usually consist of **deeds and other such conveyances or**, in case of an inheritance usually, the (a) **will**, (b) **probate order** and (c) **will inventory**.) Include as attachments to this submission copies of these conveyance documents. If your files are too large to be submitted via e-mail, utilize **TCEQ Send** (TCEQ Send Site), and e-mail WRCAT for directions on how to transfer these files.

   c. **$100 recording fee** for processing the Change of Ownership Form for the water right. Make your remittance payable at TCEQ ePay. Please indicate your voucher number or provide a copy in the submission e-mail.

6. **Please Note -** if the water right is located in an area of a river basin under the jurisdiction of a TCEQ Watermaster, the water right may not be used if there are any outstanding penalties, fees, or interest related to the water right. You may contact the applicable Watermaster to verify there are no outstanding fees, penalties, and interest related to the water right. **Rio Grande Watermaster, (956) 430-6046; Concho Watermaster and South Texas Watermaster, (210) 490-3096; Brazos Watermaster, (254) 761-3006.**

I certify that the Surface Water Rights Change of Ownership Form submitted is complete and accurate to the best of my knowledge. By entering my name below and pressing the "Sign and Submit" button, I certify that:

1. I, _____, am of sound mind.
2. I have the authority to submit this information.
3. I am knowingly and intentionally submitting a Surface Water Rights Change of Ownership Form for the above state Surface Water Right.
4. I am aware that an owner of a water right or his or her agent shall promptly inform the Executive Director of any transfer of water right or change of the owner's address.
5. I am aware that intentionally or knowingly making or causing to be made false material statements or representation in this Surface Water Rights Change of Ownership Form is a criminal offense subject to criminal penalties.
6. By entering my name and pressing the "Sign and Submit" button, I am executing an electronic signature equivalent to my written signature.

☐ This signature constitutes an electronic signature legally equivalent to my written signature.

Signature (Required)

SIGN and SUBMIT

Submit, E-mail, or Mail this completed form and all required items to:

Texas Commission on Environmental Quality
Water Rights Compliance Assurance Team (WRCAT)
PO Box 13088, MC-160
Austin, Texas 78711-3088

Telephone (512) 239-4600

WRCOO@tceq.texas.gov