



# WAFWA LPC Industry Property Transfer Form

Transfer Effective Date

Agreement Type

CCAA      WCA

**Seller Information**

Company Name and Address

**Purchaser Information**

Company Name and Address

**Seller Representative**

Name

E-mail

Phone Number

Property Description File Name

Number of Acres Transferred

Seller Signature and Title

**Purchaser Representative**

Name

E-mail

Phone Number

Amount of Funds Transferred

Date

## Industry Property Transfer Form Instructions

- 1) Process property transfers promptly. Failure to do so could leave the participant without assurances for ongoing activities and result in civil or criminal liabilities for the purchaser.
- 2) WAFWA recommends that the transfer be included in the terms of the purchase to ensure all parties are aware of the agreement. The purchaser can opt out of continuing with the agreement, but in that case the responsibility for any outstanding enrollment fees or mitigation fees remains with the seller.
- 3) If elected, the seller may transfer mitigation funds from their Habitat Conservation Account to the purchaser's account. This allows the seller the option to recoup funds paid to WAFWA as terms of the sale and ensures that they have sufficient mitigation credit to develop without any additional delays.
- 4) For property transfers that involve multiple agreement types (CCAA and WCA) or accounts CP#), provide a separate form and property description for each transfer.
- 5) Property descriptions must be provided in a separate file and that file name must be referenced on this form. File formats can include ESRI shapefiles, Google Earth files, or legal descriptions in Excel spreadsheets. Contact WAFWA at [wafwa.gis@wafwa.org](mailto:wafwa.gis@wafwa.org) to discuss other formats.
- 6) Prior to submitting the transfer, confirm the enrollment status of all parcels to be transferred.
- 7) Ensure all contact information is correct. If WAFWA does not have correct contact information for the purchaser, liability for outstanding enrollment or mitigation fees defaults to the seller until correct information is provided.
- 8) Upon the signature of a Certificate of Inclusion (CI) or Participation (CP) by the purchaser, all future enrollment fees and unpaid mitigation fees on the transferred parcels become the responsibility of the purchaser. Any reconciliation of estimated impacts or credit for remediation from projects within the transferred parcels will be credited to the purchaser's account.
- 9) Send this completed form with property description to **[wafwa.admin@wafwa.org](mailto:wafwa.admin@wafwa.org)**. WAFWA will reply with a CI or CP for signatures. If you have questions about enrollment or transfers, contact Sean Kyle at [sean.kyle@wafwa.org](mailto:sean.kyle@wafwa.org) or 806-252-2766.

### **WAFWA Contacts:**

Contract / Compliance - Sean Kyle, [sean.kyle@wafwa.org](mailto:sean.kyle@wafwa.org), 806-252-2766

GIS / Well / Acres - Mike Houts, [mike.houts@wafwa.org](mailto:mike.houts@wafwa.org), 785-864-1515

Invoice / Payment / Receipt – Janell Ward, [janell.ward@wafwa.org](mailto:janell.ward@wafwa.org), 208-331-9431