

LOOK-UP TABLE: Administration Paperwork Summary
OWNERSHIP CHANGE

Activity	Definition	Prior Notification Requirements	Prior Notification Reporting Form	Post Activity Requirements	Post Activity Reporting Form	Owner / Permittee Record Keeping
Paperwork						
Changing ownership of a UST system	Change of ownership information.			Notification required within 120 days of change of ownership.	Modify Ownership or Permittee Information (3 pages including instructions) Version DEQ 05-LQ-018A must be filled out, signed by tank owner, permittee and property owner, and submitted to DEQ. Proof of Financial Responsibility must accompany form. Also pay applicable fees.	Proof of Financial Responsibility.
Responsibilities						
Tank Permittee signature required.					Yes	
Tank Owner signature required.					No	
Property Owner signature required.					No	
DEQ Licensed Supervisor signature required.					No	
Executive Officer of Service Provider Company signature required.					No	

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Problems						
New owner doesn't know to file new permit application.	New owner has 60 days (used to be 120) to submit new ownership paperwork from date of sale of the UST.	Old owner should tell new owner about change of ownership notification requirement.			New owner must submit ownership modification form within 60 days of purchase of UST.	
Financial responsibility paperwork not included.	Proof of financial responsibility required at time of notification.				Ensure to provide evidence of financial responsibility with the form.	
\$75 fee not paid at time of notification.	\$75 fee per tank compartment required when notification form submitted.				A \$75 fee is required when filing the change of ownership form.	
All three signature blocks not filled out.	Notification form must include the information and signature of tank owner, property owner and permittee.				All three signatures: tank owner, property owner and permittee must be provided.	
Standard Industrial Code (SIC) not filled in.	SIC is required to identify the type of facility.				Application MUST include an SIC code.	

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Definition of Permittee unclear	Permittee name of business must be filled out.				Permittee portion of paperwork must be filled out correctly.	