

INSTRUCTIONS FOR FILLING OUT THE UNDERGROUND STORAGE TANK CHANGE OF OWNERSHIP

SECTION (I) CURRENT FACILITY INFORMATION

- a. Fill in the current Facility I.D. number. (five digit number)
- b. Provide the current facility name/address/city/zip.

SECTION (III) CURRENT TANK OWNER INFORMATION (Seller)

- a. Fill in the Current Sellers Owner I.D. Number
- b. Provide the Owners name/address/city/zip.

SECTION (II) NEW FACILITY INFORMATION

- a. The new facility I.D. number will stay the same as in section (I).
- b. Provide the new facility name/contact person/title/facility phone number.

SECTION (IV) NEW TANK OWNER (Buyer) INFORMATION

- a. The New Owner I.D. will be provided by KDHE unless the new owner already has an existing owner I.D. number and then that number needs to be provide.
- b. Provide the new owners name/address/city/state/zip/owner contact person/title/telephone number/e-mail address.

Please state if the system will be used for retail or not?

The underground storage tank change of ownership form as to be notarized and dated.

ADDITIONAL INFORMATION NEEDED TO PROCESS THE OWNERSHIP CHANGE FORM:

- a. **A real estate contact/sales agreement/warranty deed or any other legal form of documentation that can be used to show the transfer of the underground storage tank(s).**
- b. **A/B operator certificate.**
- c. **A certificate of 3rd party liability insurance in the new owner/operators name.**
- d. **What the new owner/operator is going to be using as their form of release detection on their tanks and lines.**
- e. **If the location is currently using (SIR)-Statistical Inventory Reconciliation for release detection a new SIR contract in the new owners name will need to be provided to KDHE.**
- f. **There may also be other compliance issues that may need to be addressed to be able to issue a new permit in the new owner's name.**

