



St. Joseph County Department of Health
"To promote health and wellness with compassion and integrity through partnerships, education, protection, and advocacy for all who reside in and visit St. Joseph County."

ST. JOSEPH COUNTY
 DEPARTMENT OF HEALTH
 Prevent. Promote. Protect.

Property Transfer Application

Accurate and Complete Address of Property Transferred:

Street Address: _____ City: _____ Zip Code: _____

Date of last deed transfer: _____

To determine if this property is within a Sole Source Aquifer (SSA), please go to the interactive map:
www.epa.gov/dwssa under SSA Locations click "Interactive Map of SSAs."

If you are unable to determine if this property is within a Sole Source Aquifer, please contact the Department of Health at (574)235-9722.

Is the property located within the Sole Source Aquifer? Yes No

If the property is within a Sole Source Aquifer, has the property transferred or has there been a new septic installed within the last 15 years? Yes No

If the property has not transferred within the last 15 years or if a new septic has not been installed within the last 15 years a **septic inspection report is required for closing.**

Buyer's Contact Information: Required

Name (Printed): _____

Mailing Address (if different): _____

Phone Number: _____

Email: _____

Type of Property Being Transferred: Residential Commercial

Inspection/Testing Information Provided with this Application-Check those that apply:

Wastewater Disposal System

Septic Inspection Report: * Letter from City Utility Office or Bill:

Water Supply System

Water laboratory report: Letter from City Utility Office or Bill:

Property Transfer Closing Date:

Date transfer closed: _____

Signature of Preparer

Company Represented

Date

*Septic inspections must be documented on the Department of Health (DOH) form. The inspections and test results for all residential and commercial property transfers must be submitted to the buyer at least three (3) days prior to closing and to the DOH along with this application within five (5) days after closing. Penalties for failing to comply with this Ordinance may be up to \$1,500 per violation per day. Please contact the DOH at (574)235-9722 with any questions or unusual situations. Once completed information is received, the DOH will issue a Statement of Compliance within a few working days if a pre-addressed and stamped envelope is provided. All information can also be emailed to the address below.

Please send the pre-addressed and stamped envelope to or send all documentation to envirohd@sjcindiana.com:

Environmental Health Unit • 227 W. Jefferson Blvd. • 9th Floor • South Bend, IN 46601-1870 • Phone (574) 235-9722 • Fax (574) 235-9497