



## Montezuma County Public Health Department

106 West North Street  
Cortez, Colorado 81321

(970)565-3056  
Fax: (970)565-0647

### TRANSFER OF TITLE PROCEDURE

Verify if the On-Site Wastewater System (OWTS) is currently permitted. Contact Montezuma County Public Health Department (MCPHD) either by calling Melissa at (970)564-4763 or Jody at (970)564-4779. You can also email [mmathews@co.montezuma.co.us](mailto:mmathews@co.montezuma.co.us) or [jbissonnette@co.montezuma.co.us](mailto:jbissonnette@co.montezuma.co.us).

Contact a National Association of Water Treatment (NAWT) inspector.

<http://montezumacounty.org/web/wp-content/uploads/2018/12/NAWT-Local-Phone-List.pdf>

NAWT inspectors are private companies, not employees of MCPHD. The inspector must be able to enter the residence and any additional structure(s) to verify number of bedrooms, plumbing fixtures, etc. The inspector will conduct the inspection and after fully completing the report will provide a copy to the seller or seller's agent.

If problems are identified in the inspection report that need correction, the seller/buyer must apply for a repair permit to fix and/or replace parts of the system that did not pass the inspection.

If conditions such as frozen ground limit the ability to complete the inspection, **a tank pumping agreement may be required.**

If the inspection report shows everything is satisfactory, the seller or seller's agent shall then complete the seller's section of the acceptance document application. Please confirm all information on the application is complete, signed and dated.

Please return all pages including the inspector's report to MCPHD. <http://montezumacounty.org/web/wp-content/uploads/2018/12/Application-for-Transfer-of-Title-FILLABLE.pdf>

Allow ten (10) business days for your acceptance document to be issued. If everything is in compliance, MCPHD will issue an acceptance document for the system.

If it is determined by MCPHD that the OWTS does not meet the requirements for issuance of an acceptance document, a conditional acceptance document may be issued, provided that the seller/buyer or assigned agent agrees to obtain a permit and complete all necessary repairs to the OWTS within 90 days of occupancy of the structure. If conditions such as frozen ground limit the ability to complete all necessary repairs, the 90 days may be extended by MCPHD.

If repairs cannot be made prior to closing, the seller/buyer must submit a signed, notarized agreement to repair all identified problems. This agreement states that the seller/buyer has 365 days after the closing date to complete the repairs.

If an imminent health hazard is identified, this agreement shall require the seller to complete repairs immediately.