

File No.:



# NEW MEXICO OFFICE OF THE STATE ENGINEER

**CHANGE OF OWNERSHIP for Domestic Permits (Section 72-12-1):**  
**(check one):**



<input type="checkbox"/> Individual	<input type="checkbox"/> Corporation
<input type="checkbox"/> Trustee	<input type="checkbox"/> Partnership
<input type="checkbox"/> Estate	<input type="checkbox"/> Limited Liability Co.
<input type="checkbox"/> Tribes, Pueblos, Nation	<input type="checkbox"/> Governmental Entity

This well is part of a conservation easement

### 1. OWNER OF RECORD (Seller)

Name:	Name:	
Phone: <input type="checkbox"/> Home <input type="checkbox"/> Cell	Phone: <input type="checkbox"/> Home <input type="checkbox"/> Cell	
Phone (Work):	Phone (Work):	
a. Owner of Record File No.:	b. Sub-file No.:	c. Cause No.:

### 2. NEW OWNER (Buyer) **Note: If more owners need to be listed, attach a separate sheet. Attached?** Yes

Name:	Name:	
Contact or Agent: check here if Agent <input type="checkbox"/>	Contact or Agent: check here if Agent <input type="checkbox"/>	
Mailing Address:	Mailing Address:	
City:	City:	
State: Zip Code:	State: Zip Code:	
Phone: <input type="checkbox"/> Home <input type="checkbox"/> Cell	Phone: <input type="checkbox"/> Home <input type="checkbox"/> Cell	
Phone (Work):	Phone (Work):	
E-mail (optional):	E-mail (optional):	

**Required: Submit warranty deed(s) or other instrument(s) of conveyance properly recorded with the county clerk's office.**

### 3. PURPOSE OF USE & AMOUNT CONVEYED

Check all that apply: <input type="checkbox"/> Domestic <input type="checkbox"/> Livestock <input type="checkbox"/> Multiple House <input type="checkbox"/> Drinking & Sanitary	Amount of Water (acre-feet per annum):
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### 4. LIST ALL KNOWN WELLS (POD) FOR THE 72-12-1 PERMIT CONVEYED

OSE POD No.:	Well Tag ID No. (if applicable)	Subdivision	Section or X (Easting or Longitude)	Township or Y (Northing or Latitude)	Range	County

### 5. CHECK HERE IF WELL IS SHARED BY MULTIPLE HOUSEHOLDS:

Note: Attach an updated list of lots served and owner contact information.

FOR OSE INTERNAL USE

Change of Ownership, Form wr-02d, Rev 10/18/24

File No.:	Trn. No.:	Well Tag ID No. (if applicable):
Trans Desc. (optional):	Sub-Basin:	Receipt No.:

**6. ADDITIONAL STATEMENTS OR EXPLANATIONS**

**ACKNOWLEDGEMENT FOR INDIVIDUAL**

I, We (name of owner(s)), \_\_\_\_\_  
Print Name(s)

affirm that the foregoing statements are true to the best of (my, our) knowledge and belief.

\_\_\_\_\_  
Signature  
State of \_\_\_\_\_ )  
County of \_\_\_\_\_ )  
ss.

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20 \_\_\_\_\_, by (name of owner(s)):

\_\_\_\_\_  
Notary Public:  
My commission expires: \_\_\_\_\_

**ACKNOWLEDGEMENT FOR ENTITY**

I, We (name of owner(s)), \_\_\_\_\_  
Print Name(s)

affirm that the foregoing statements are true to the best of (my, our) knowledge and belief.

\_\_\_\_\_  
Officer Signature  
State of \_\_\_\_\_ )  
County of \_\_\_\_\_ )  
ss.

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D., 20 \_\_\_\_\_, by the following on behalf of said corporation.

Name of Officer: \_\_\_\_\_  
Title of Officer: \_\_\_\_\_  
Name of Entity Acknowledging: State \_\_\_\_\_  
of Corporation: \_\_\_\_\_

\_\_\_\_\_  
Notary Public:  
My commission expires: \_\_\_\_\_

FOR OSE INTERNAL USE

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## CHANGE OF OWNERSHIP INSTRUCTIONS

- a. The "Owner of Record" of a water right is the current owner(s) recorded in the State Engineer Office.
- b. Inspect well for OSE Well Tag ID No.
- c. This form shall be completed by the new owner(s) and shall be accompanied by a warranty deed or other instrument of conveyance that has been properly recorded with the county clerk's office.
- d. A separate Change of Ownership of Water Right form shall be filed for each water right recorded in the State Engineer Office by Permit, License, Declaration or Court Adjudication.
- e. This form shall be filed in triplicate (3) and must be accompanied by the proper filing fee. Each form must have an original signature and each must be properly notarized. A notary public is available in each water right district office at no cost.
- f. An original will be forwarded to the new owner with instructions to file it with the county clerk in the county in which the water right is located. Acceptance of the form for filing by the State Engineer does not constitute verification of the right conveyed.

## LINE BY LINE INSTRUCTIONS

1. Enter the name of the current owner on record with the OSE (required).
  - a. Enter the file number currently on record with the OSE.
  - b. Enter the sub file number if one has been assigned as part of completed or on-going water rights adjudication.
  - c. Enter the Cause Number of the water rights adjudication, if applicable.
2. Enter name and address of the new owner (required). If the person to be contacted concerning this right is other than the new owner enter contact person's name. The phone number of new owner or contact person is optional.
3. Enter the amount conveyed in acre-feet per annum and check all purposes of use that apply.
4. Specify all points of diversion that, to your knowledge, serve this right. If an entry is not applicable, enter NA. Enter the OSE POD Number, legal description of each well and OSE Well Tag ID No, if applicable.
5. Information on shared wells by multiple households.
6. Provide any additional statements that might help to clarify this water right transfer.

Application for permit, well records and requests for information in the following basins should be addressed to the Office of the State Engineer at:

### **Bluewater, Estancia, Gallup, Middle Rio Grande, Northern Tularosa, and Sandia Basins**

District No. 1. 5550 San Antonio Dr. NE, Albuquerque, NM 87109 Phone # 505-383-4000

### **Capitan, Carlsbad, Casey Lingo, Curry County, Fort Sumner, Hagerman Canal, Hondo, Jal, Lea County, Peñasco, Roswell-Artesian, and Portales Basins**

District No. 2. 1900 West Second St., Roswell, NM 88201 Phone # 575-622-6521

### **Animas, Cloverdale, Gila-San Francisco, Hachita, Lordsburg Valley, Mimbres, Mount Riley, Nutt-Hockett, Playas, San Simon, Virden Valley, and Yaqui Basins**

District No. 3. 321 West Spruce Street, Deming, NM 88030 Phone # 575-546-2851

### **Lower Rio Grande, Southern Tularosa, Hueco, Las Animas Creek, Salt, and Hot Springs Basins**

District No. 4. 1680 Hickory Loop, Suite J, Las Cruces, NM 88005. Phone # 575-524-6161

### **San Juan Basin**

District No. 5. 100 Gossett Drive, Suite A, Aztec, NM 87410 Phone # 505-383-4571

### **Northern Rio Grande and Upper Pecos Basins**

District No. 6. Bataan Memorial Bldg. Suite 102, Santa Fe, NM 87504-5102 Phone # 505-827-6120

### **Canadian River, Clayton, and Tucumcari Basins**

District No. 7. P.O. Box 481, 301 East 9th Street, Cimarron, NM 87714 Phone # 575-376-2918