

# INSTRUCTIONS FOR FILING A CERTIFICATE OF PURCHASE ASSIGNMENT APPLICATION

(Please read instructions carefully before filing)

## **CERTIFICATE OF PURCHASE:**

1. Submit non-refundable \$1,000 filing fee with application.
2. The Assignment document will be returned to the Certificate of Purchase (C.P.) holder to attach to the front of the original CP document.
3. If you have lost your original C.P. document, you can submit a notarized "Affidavit of Lost C.P." along with the appropriate \$50.00 fee.

## **NAMES:**

The assignor (current C.P. holder's) name(s) must be stated on this application EXACTLY as the name(s) are on the original C.P. (Additional certification and acknowledgment pages may be copied and attached, if required.)

## **ANNUAL PAYMENTS OR DEFAULTS:**

A C.P. of State lands not in default in annual payments may, with the written consent of the Department, assign the C.P. DO NOT submit your application if your annual payment is not paid. (Department Rule 12-5-406)

## **TAXES:**

All property taxes must be current. A copy of the paid receipt from the County Treasurer must be submitted with your application.

## **LIENS:**

1. **Current Liens on File:** All liens filed with the Department require a satisfaction or written consent from the lienholder. This must be submitted with your application or it will be rejected. (A.R.S. § 37-255 and A.R.S. § 37-289)
2. **Filing a new lien:** To file a new lien on the C.P. the lien document should include the C.P. number and the legal description(s) of the C.P. You must submit a \$50.00 filing fee with each new mortgage or lien filed.

## **FORECLOSURE, BANKRUPTCY OR DEED OF TRUST SALE:**

Submit a copy of the sheriff's deed, trustee's deed or appropriate court order with the completed assignment application. *A deed of conveyance or warranty deed cannot be accepted as evidence of a C.P. assignment. All assignments of a C.P. must be submitted on an application provided by the State Land Department and accompanied by the appropriate legal document. (A.R.S. § Title 37)*

## **ESTATE, DEATH OR INCOMPETENCE OF A C.P. HOLDER:**

When a personal representative or administrator is executing the assignment application, you are required to submit a copy of the appropriate legal document or court order. (Example: personal representative paper, affidavit of heirship with death certificate, etc.)

## **DISSOLUTION OF MARRIAGE:**

Submit a copy of the dissolution court document with your application or call (602) 542-4602 for information.

## **POWER OF ATTORNEY:**

If you are acting as an Attorney in Fact for the applicant you must submit a copy of your notarized Power of Attorney and a \$50.00 additional fee.

**For assistance contact the Title & Contracts Section at (602) 542-4602**

**CHECK LIST**

**To avoid rejection of your application, be sure to include the following:**

- Your non-refundable \$1,000 filing fee.**
- Signature(s) and acknowledgment(s) of assignor(s) and assignee(s).**
- Release or written consent of any mortgages or liens of record. (If uncertain as to what liens are of record, please contact the Department.)**
- C.P. annual installment, if payment is not currently paid.**
- All legal documents or documentation required to complete this assignment transaction.**
- Copy of the current paid property tax receipt from the County Treasurer.**

RETURN TO:  
 ARIZONA STATE LAND DEPARTMENT  
 PUBLIC COUNTER  
 1616 WEST ADAMS  
 PHOENIX, ARIZONA 85007

SUBMIT NON-REFUNDABLE  
 \$1,000 FILING FEE

DEPARTMENTAL USE ONLY		ROLODEX # _____	
ACCOUNTING	T & C	RECOMMENDATION/INITIAL	DATE
Filing Fee: \$1,000	Exam: _____ Exam # _____ Int Title: _____ App Entry: _____	Approve _____ Deny _____ Reject _____ Withdraw _____	_____
(24) Complete			

**APPLICATION FOR ASSIGNMENT  
 OF CERTIFICATE OF PURCHASE  
 AND ASSUMPTION OF INTEREST**  
*Type or print in ink.*

CERTIFICATE OF PURCHASE (C.P.) NUMBER \_\_\_\_\_ - \_\_\_\_\_

- 1. COMPLETE ALL QUESTIONS, SIGN AND SUBMIT APPLICATION WITH NON-REFUNDABLE FILING FEE.**
- 2. NOTICE: Any assignment of interest is not binding to either party or the State Land Department until this application has received the written consent of the STATE LAND COMMISSIONER.**

**1. APPLICANTS:**

**A. ASSIGNOR NAME(S)**  
 (Also known as the Seller and current C.P. holder)

**B. ASSIGNEE NAME(S)**  
 (Also known as the Buyer and proposed C.P. holder)

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Mailing Address

\_\_\_\_\_  
 Mailing Address

\_\_\_\_\_  
 City State Zip

\_\_\_\_\_  
 City State Zip

\_\_\_\_\_  
 Contact Person Phone No.

\_\_\_\_\_  
 Contact Person Phone No.

\_\_\_\_\_  
 Email Address (optional)

\_\_\_\_\_  
 Email Address (optional)

**2. REQUEST TO ASSIGN INTEREST IN C.P. AND REQUEST TO ASSUME INTEREST OF C.P.:**

Assignor(s) not being in default of the annual payment and/or the conditions of the C.P., **HEREBY MAKES APPLICATION AND REQUESTS** that the State Land Department authorize and consent to in writing, the assignment of all rights, title, interest and claim in and to C.P. No. \_\_\_\_\_ - \_\_\_\_\_

AND

Assignee(s) **HEREBY MAKES APPLICATION AND REQUESTS** that the State Land Department authorize the transfer and assumption of all rights, title, interest and claim of the land described in this application.

3. **TYPE OF ASSIGNMENT REQUESTED:** (Check one)

COMPLETE ASSIGNMENT:

UNDIVIDED INTEREST OR PERCENTAGE ASSIGNMENT:

You are requesting that all the land in the C.P. be assigned to more than one individual or entity in the following undivided interest or percentage. Assignment must total 100% or equal a full interest.

ASSIGNEE(S)	UNDIVIDED INTEREST OR PERCENTAGE OF INTEREST
_____	_____
_____	_____
_____	_____

4. **ENCUMBRANCES:** (This portion is to be completed by assignor.)

**Mortgage or lien:**

Are there any mortgages or liens on file with the Department?  Yes  No

If YES, you must enclose a copy of the satisfaction or release of lien signed by the lienholder. If the lien is not paid, a written letter from the lienholder consenting to this assignment must be attached to this application.

*NOTICE: Pursuant to A.R.S. §37-255(A), your application cannot be processed without a release of all liens or a written consent from each lienholder. Your application will be rejected if submitted without the required documents. For information regarding liens on file, contact: Land Disposition Division, (602) 542-1704.*

5. **ASSIGNOR(S) COMPLETE AND SIGN PAGE 3 AND HAVE ALL SIGNATURES NOTARIZED ON PAGE 4.**

*NOTE: Arizona is a community property state. If the assignor(s) of this application is/are married, the assignor(s) and his/her spouse must both sign and have this application notarized, unless the original C.P. was issued with the statement "Sole and Separate Property".*

6. **ASSIGNEE(S) COMPLETE AND SIGN PAGE 5 AND HAVE ALL SIGNATURES NOTARIZED ON PAGE 6.**

*NOTE: If you wish to hold title as "sole and separate property" or "joint tenants with right of survivorship", please indicate in Question No. 1 (Page 1).*



**INDIVIDUAL ACKNOWLEDGMENT**

**To be used for:  
ASSIGNOR(S) AKA SELLER(S)**

STATE OF ARIZONA )  
 ) ss.  
County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, a Notary Public within and for said  
County and State, personally appeared \_\_\_\_\_  
(Individual(s) or Personal Representative)

to me known to be the person(s) described in and who executed the same as \_\_\_\_\_ free act and deed.  
(his/her/their)

(SEAL)

\_\_\_\_\_  
Notary  
\_\_\_\_\_  
County, \_\_\_\_\_  
Commission expires \_\_\_\_\_

**PARTNERSHIP OR TRUST ACKNOWLEDGMENT**

STATE OF ARIZONA )  
 ) ss.  
County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, a Notary Public within and for said  
County, personally appeared \_\_\_\_\_  
(Name of Partner or Trustee)

for \_\_\_\_\_  
(Name of Partnership or Trust)

a \_\_\_\_\_ partnership, for and on behalf of the partnership or trust and to me known to be  
(General or Limited Partnership or Trust)

the person(s) described in and who executed the same for the partnership or trust.

(SEAL)

\_\_\_\_\_  
Notary  
\_\_\_\_\_  
County, \_\_\_\_\_  
Commission expires \_\_\_\_\_

**L.L.C. OR CORPORATE ACKNOWLEDGMENT**

STATE OF ARIZONA )  
 ) ss.  
County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, a Notary Public within and for said  
County, personally appeared \_\_\_\_\_  
(Name of officer)

for \_\_\_\_\_  
(Name of L.L.C. or Corporation)

a \_\_\_\_\_ l.l.c. or corporation, for and on behalf of the l.l.c. or corporation and to me known to be the person(s)  
(State incorporated in)

described in and who executed the same for the corporation.

(SEAL)

\_\_\_\_\_  
Notary  
\_\_\_\_\_  
County, \_\_\_\_\_  
Commission expires \_\_\_\_\_



**INDIVIDUAL ACKNOWLEDGMENT**

**To be used for:  
ASSIGNEE(S) AKA BUYER(S)**

STATE OF ARIZONA )  
 ) ss.  
County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, a Notary Public within and for said  
County and State, personally appeared \_\_\_\_\_

to me known to be the person(s) described in and who executed the same as \_\_\_\_\_ free act and deed.  
(his/her/their)

(SEAL)

\_\_\_\_\_  
Notary  
\_\_\_\_\_  
County, \_\_\_\_\_  
Commission expires \_\_\_\_\_

**PARTNERSHIP OR TRUST ACKNOWLEDGMENT**

STATE OF ARIZONA )  
 ) ss.  
County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, a Notary Public within and for said  
County, personally appeared \_\_\_\_\_  
(Name of Partner or Trustee)

for \_\_\_\_\_  
(Name of Partnership or Trust)

a \_\_\_\_\_ partnership, for and on behalf of the partnership or trust and to me known to be  
(General or Limited Partnership or Trust)

the person(s) described in and who executed the same for the partnership or trust.

(SEAL)

\_\_\_\_\_  
Notary  
\_\_\_\_\_  
County, \_\_\_\_\_  
Commission expires \_\_\_\_\_

**L.L.C. OR CORPORATE ACKNOWLEDGMENT**

STATE OF ARIZONA )  
 ) ss.  
County of \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, a Notary Public within and for said  
County, personally appeared \_\_\_\_\_  
(Name of officer)

for \_\_\_\_\_  
(Name of L.L.C. or Corporation)

a \_\_\_\_\_ l.l.c. or corporation, for and on behalf of the l.l.c. or corporation and to me known to be the person(s)  
(State incorporated in)

described in and who executed the same for the corporation.

(SEAL)

\_\_\_\_\_  
Notary  
\_\_\_\_\_  
County, \_\_\_\_\_  
Commission expires \_\_\_\_\_

**INFORMATION REQUIRED:**

The following information must be provided to assist the Department in processing your application and returning all documents to the correct individual or firm.

**APPLICATION SUBMITTED BY:**

**RETURN COMPLETED ASSIGNMENT  
TRANSACTION TO:**

\_\_\_\_\_  
(Name of individual and/or firm)

\_\_\_\_\_  
(Name of individual or firm)

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone Contact Person

\_\_\_\_\_  
Phone Contact Person

\_\_\_\_\_  
Email Address (optional)

\_\_\_\_\_  
Email Address (optional)

ARIZONA STATE LAND DEPARTMENT ENVIRONMENTAL DISCLOSURE QUESTIONNAIRE  
**These two pages are part of the application - DO NOT DETACH.**

The purpose of this questionnaire is to give the Department an opportunity to detect proposed land uses that may have potential environmental impacts and risks, and to consider these impacts and risks in the processing of the application.

If you have questions regarding this questionnaire, please contact the State Land Department, Environmental Section at (602) 542-2119. Other Federal, State, County and local agencies may also need to be contacted regarding environmental regulations.

PLEASE INDICATE BELOW THE TYPE(S) OF POTENTIAL ENVIRONMENTAL IMPACTS FROM YOUR CURRENT OR PROPOSED USE:

<u>YES</u>	<u>NO</u>	<u>WILL YOUR USE INVOLVE:</u>	<u>TYPE OF ENVIRONMENTAL IMPACT</u>
_____	_____	<b><u>WASTE TIRES</u></b> The collection of waste tires? If yes, explain: _____	_____
_____	_____	<b><u>LEAD ACID BATTERIES</u></b> The sale and disposal of lead acid batteries? If yes, explain: _____	_____
_____	_____	<b><u>DISCHARGE IMPACTING GROUNDWATER</u></b> Generating a discharge that may potentially impact groundwater? If yes, explain: _____	_____
_____	_____	<b><u>PESTICIDES?</u></b> If yes, explain use: _____	_____
_____	_____	<b><u>DRY WELLS?</u></b> If yes, ADEQ Registration #(s): _____	_____
_____	_____	<b><u>POTABLE WATER (DRINKING WATER) SYSTEMS?</u></b> If yes, explain: _____	_____
_____	_____	<b><u>WASTEWATER COLLECTION AND TREATMENT SYSTEMS</u></b> Wastewater collection and/or treatment? If yes, explain: _____	_____
_____	_____	<b><u>AIR CONTAMINANTS/AIR POLLUTION CONTROL</u></b> Air contaminant emissions? If yes, explain: _____	_____
_____	_____	<b><u>SOLID WASTE - GENERAL</u></b> Solid waste generation, transportation, treatment, recycling, storage or disposal? If yes, explain: _____	_____
_____	_____	<b><u>SOLID WASTE - MEDICAL WASTE</u></b> Medical waste generation, transportation, treatment, recycling, storage or disposal? If yes, explain: _____	_____
_____	_____	<b><u>SOLID WASTE - SEWAGE SLUDGE/SEPTAGE</u></b> (Septic Tank Waste) Sewage sludge/septage generation, transportation, treatment, storage, use or disposal? If yes, explain: _____	_____
_____	_____	<b><u>USED OIL</u></b> Used oil generation, transportation, storage, recycling, use, disposal, marketing or burning? If yes, explain: _____	_____
_____	_____	<b><u>RECYCLING ACTIVITIES?</u></b> If yes, explain: _____	_____
_____	_____	<b><u>SPECIAL WASTE</u></b> Special waste (asbestos, motor vehicle shredding waste) generation, transportation, treatment, recycling, storage or disposal? If yes, explain: _____	_____
_____	_____	<b><u>HAZARDOUS WASTE GENERATOR</u></b> Generating hazardous waste? If yes, explain: _____	_____
_____	_____	<b><u>HAZARDOUS WASTE TREATMENT, STORAGE, OR DISPOSAL?</u></b> If yes, explain: _____	_____

(OVER)

<u>YES</u>	<u>NO</u>	<u>WILL YOUR USE INVOLVE:</u>	<u>TYPE OF ENVIRONMENTAL IMPACT</u>
_____	_____	<b><u>HAZARDOUS WASTE TRANSPORTATION?</u></b> If yes, explain: _____ _____	
_____	_____	<b><u>UNDERGROUND STORAGE TANK (UST)?</u></b> If yes, explain: _____ _____	
_____	_____	<b><u>ABOVEGROUND STORAGE TANK (AST)?</u></b> If yes, explain: _____ _____	
_____	_____	<b><u>HAZARDOUS SUBSTANCES?</u></b> If yes, explain: _____ _____	
_____	_____	<b><u>CURRENTLY UNCLASSIFIED WASTE</u></b> Will your use involve currently unclassified waste containing the following? (A.R.S. §49-854). If yes, check appropriate waste category:	
_____	_____	<input type="checkbox"/> Polychlorinated biphenyls (PCBs)	<input type="checkbox"/> Oil and gas exploration drilling muds
_____	_____	<input type="checkbox"/> Incinerator ash	<input type="checkbox"/> Categorical industrial pretreatment sludge
_____	_____	<input type="checkbox"/> Petroleum refining waste	<input type="checkbox"/> Radioactive waste
_____	_____	<input type="checkbox"/> Slag and refractory material	<input type="checkbox"/> Uranium ore tailings
_____	_____	<input type="checkbox"/> Precious metals recycling	<input type="checkbox"/> Industrial catalysts
_____	_____	<input type="checkbox"/> Aluminum dross	<input type="checkbox"/> Industrial sands (excluding mining or mineral processing operation)
		<input type="checkbox"/> Petroleum contaminated soil	<input type="checkbox"/> Commercial/industrial septage
		<input type="checkbox"/> Used Antifreeze	<input type="checkbox"/> Contaminated process equipment
		<input type="checkbox"/> Industrial Sludges	
		If checked, explain waste generation process: _____ _____	
_____	_____	<b><u>SUPERFUND SITES</u></b> Is the State Trust land located in a National Priority List (NPL, Federal Superfund) area or in a Water Quality Assurance Revolving Fund (WQARF, State Superfund) study area? If yes, NPor WQARF area name: _____	
_____	_____	<b><u>LAND DISTURBANCE</u></b> If land disturbance will occur, will it be on previously undisturbed land? If yes, explain: _____ _____	
_____	_____	<b><u>WATER WELLS</u></b> Are there open and/or abandoned water wells on the property? If yes, submit a site diagram showing location(s) and use(s).	
_____	_____	<b><u>ADJACENT LAND USES</u></b> To the best of your knowledge, are adjacent lands subject to any of the above-referenced environmental impacts? If yes, explain: _____ _____	
_____	_____	<b><u>ON-SITE INSPECTION/ENVIRONMENTAL ASSESSMENT</u></b> To the best of your knowledge, has an on-site inspection and/or an environmental site assessment been performed at this location? If yes, explain: _____ _____	
_____	_____	<b><u>PREVIOUS ENVIRONMENTAL IMPACT</u></b> To the best of your knowledge, has any environmental impact been reported previously to ADEQ? If yes, explain: _____ _____	

**ADDITIONAL COMMENTS:**