



(Street) (City) (State) (Zip)  
E-mail Address: \_\_\_\_\_

**Part II – Water Use Information**

**A. Water Use Information for Transferor (from which HUPP is being transferred):**

HUPP Number: \_\_\_\_\_

Current Purpose of Use (acre-foot = gallons / 325,851):

\_\_\_\_\_ acre-foot Municipal  
\_\_\_\_\_ acre-foot Industrial  
\_\_\_\_\_ acre-foot Irrigation  
\_\_\_\_\_ acre-foot Other \_\_\_\_\_

**B. Water Use Information for Transferee (to which HUPP is being transferred):**

HUPP Number, if any: \_\_\_\_\_

Proposed Purpose of Use (acre-foot = gallons / 325,851):

\_\_\_\_\_ acre-foot Municipal  
\_\_\_\_\_ acre-foot Industrial  
\_\_\_\_\_ acre-foot Irrigation  
\_\_\_\_\_ acre-foot Other \_\_\_\_\_

**Part III - Transfer or Amendment Information**

**Type of Transaction (check applicable transaction):**

\_\_\_ Permanent Transfer: Sale of All or Part of Historic Use Production Permit  
\_\_\_ Temporary Transfer: Lease of Historic Use Production Permit  
\_\_\_ Other (please describe): \_\_\_\_\_

**Transfer Term:**

Date Transfer to Begin: \_\_\_\_\_ month/day/year  
Date Transfer to End: \_\_\_\_\_ month/day/year

**Type of Transfer or Amendment (check as applicable):**

\_\_\_ Change of Ownership of Place of Use  
\_\_\_ Change of Place of Use  
\_\_\_ Change of Point of Withdrawal (well)  
\_\_\_ Change of Total Volume of Groundwater Authorized to be Withdrawn  
\_\_\_ Change of Rate of Production in gpm  
\_\_\_ Other \_\_\_\_\_

**Total Transfer Amount:** \_\_\_\_\_ acre-foot per year.

**Transfer Price:** \$ \_\_\_\_\_ per acre-foot

**Meter Reading & Total Acre-Feet Used this Year:**

Date of Reading: \_\_\_\_\_ Meter Reading: \_\_\_\_\_

Acre-feet used this year: \_\_\_\_\_

## Part IV – Supporting Documentation

### All Applicants:

1. Please provide a copy of any deed, transfer agreement and/or other legal document that supports the transfer application.
2. Please provide any additional information that you believe would assist in the District's review of this application.

### Applications involving a new well:

1. Please attach Well Drilling Permit Application if transferee's well is not already drilled. (All wells in the District are required to be registered with the District.)
2. On separate city, county, or state highway maps, please highlight and pinpoint the locations of the property on which the transferor's and transferee's wells are or will be located.
3. For the transferee's well, please attach a surveyed legal description of the place of use and a recorded survey, if available, or, if for municipal use, include a copy of the CCN or attach a certified map showing the service site boundaries indicating the number of acres encompassed by the site.

### Information about assigning an Authorized Representative:

1. If an Authorized Representative or agent of the transferee or transferor will sign this application, the Authorized Representative or agent shall provide written evidence of his or her authority to represent the transferee or transferor, as appropriate.
2. If the transferee or transferor is an individual or a partnership doing business under an assumed name, the transferee or transferor shall attach an assumed name certificate from the county clerk of the county in which the principal place of business is located and from the Secretary of State, if applicable.
3. Joint transferees or transferors shall select one among them to pursue the application with the District and shall attach written evidence of such representation.
4. If the transferee or transferor is an estate or guardianship, a current copy of the letters testamentary issued by the court shall be attached to the application.
5. If the transferee or transferor is a corporation, public district, county, municipality, or other corporate entity, written evidence in the form of bylaws, charters, or resolutions specifying the authority of the official to apply for the transfer shall be submitted. A corporation may file a corporate affidavit as evidence of the official's authority to sign.
6. If either applicant is acting as trustee for another, the applicant shall disclose in writing the nature of the trust agreement and provide the name and current address of each trust beneficiary to the District.

**Transferor's Certification:**

**I hereby certify that the information given herein is true and accurate to the best of my knowledge and belief.**

\_\_\_\_\_  
Printed Name of Transferor or Agent

\_\_\_\_\_  
Signature of Transferor or Agent

STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature  
Date Commission Expires:

**Transferee's Certification:**

**I hereby certify that the information given herein is true and accurate to the best of my knowledge and belief.**

\_\_\_\_\_  
Printed Name of Transferee or Agent

\_\_\_\_\_  
Signature of Transferee or Agent

STATE OF TEXAS  
COUNTY OF \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public's Signature  
Date Commission Expires: