



St. Joseph County Health Department

"Promoting physical and mental health and facilitating the prevention of disease, injury, and disability for all St. Joseph County residents"

PROPERTY TRANSFER PROCEDURES

The following process must be followed to transfer* a **commercial or residential property** in St. Joseph County:

- A. If the property has an onsite septic system and/or an onsite drinking water supply system:
 - a. Make arrangements to have a qualified septic inspector perform a septic inspection according to the requirements of the Property Transfer Standards and Requirements and to document the inspection on the Health Department Property Transfer Septic and Well Inspection Report.
 - b. Make arrangements to have the drinking water supply tested for the following parameters: coliform bacteria, E.coli, nitrates, temperature, arsenic, pH, residual chlorine. It usually takes two weeks for a laboratory to perform the analysis after they have received the sample.
 - c. **Make these arrangements as early in the property transfer process as possible to avoid delays at closing.** Septic inspections and water tests are good for six months.
- B. If the property is connected to municipal sewer and/or municipal drinking water supply system:
 - a. Obtain a copy of a bill, no older than one year, from the utility company for the sewer and/or water service.

OR

 - b. Obtain a letter from the utility company on their letterhead certifying that the property is on municipal sewer and/or water.
- C. Provide copies of the both the Septic Inspection Report and the results of the water tests to the buyer at least three (3) days prior to closing.
- D. Submit the following to the Health Department no later than five (5) business days after closing:
 - a. Copy of Septic Inspection Report, a sewer bill, or a letter from the utility company.
 - b. Copy of the water test results, a water bill, or a letter from the utility company.
 - c. Completed Health Department Property Transfer Application.
 - d. A business check or money order/cashiers check for **\$35** made payable to the St. Joseph County Health Department. Personal checks are not accepted.
 - e. A self addressed and stamped envelope of the person you want to receive the Property Transfer Statement of Compliance.
- E. When the Health Department receives all of the information described above, the application will be processed within a few days and a Property Transfer Statement of Compliance* will be mailed in the envelope provided.
- F. Please contact the Health Department at 574-235-9721 if you have any questions or special circumstances.

***Notes:**

1. Transfer is defined in the Source Water Protection Ordinance as the conveyance of an interest in a property by a variety of means.
2. The Property Transfer Statement of Compliance means that it appears that the procedural requirements of the property transfer process have been met. It does not mean that the Health Department endorses or approves any inspections or tests.