



**UNDERGROUND STORAGE TANK MANAGEMENT DIVISION  
BUREAU OF LAND AND WASTE MANAGEMENT**  
2600 Bull Street, Columbia, SC 29201  
Phone (803) 898-0589 Fax: (803)898-0673  
(This form may be used to comply with SC UST Regulation 280.22(b))

**NOTIFICATION OF OWNERSHIP CHANGE FOR UNDERGROUND STORAGE TANKS**

Facility Name: \_\_\_\_\_ Permit ID #: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Change facility name to: \_\_\_\_\_ Tax Map ID#: \_\_\_\_\_

I, \_\_\_\_\_, hereby take ownership of \_\_\_\_\_ (number of tanks) underground storage tanks (USTs) located at the facility address listed above. I understand that my assumption of ownership of the USTs evidences my responsibility and liability for the USTs, pursuant to the State Underground Petroleum Environmental Response Bank (SUPERB) Act, S.C. Code Ann. Section 44-2-10 et seq (Revised 2011 & Supp. 2012) and the regulations promulgated pursuant to the South Carolina Underground Storage Tank Regs. 61-92(as amended 2017).

Within 30 days of acquisition, any person who assumes ownership of a regulated underground storage tank system must submit a notice of the ownership change to the Department in accordance with R.61-92, 280.22(b).

**New UST Owner (Please Print)**

**Previous UST Owner (Please Print)**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Signatory Name: \_\_\_\_\_

Print Signatory Name: \_\_\_\_\_

New Owner's Federal Employee ID #: \_\_\_\_\_ (Required)

New Owner's South Carolina Business License #: \_\_\_\_\_ (Optional)

**Land Owner**

**Operator**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Date of UST Transfer of Ownership: \_\_\_\_\_ Notary Signature and Stamp: \_\_\_\_\_

- If leasing tanks, please **do not** fill out this form. The Department only requires this form to be submitted if the tanks were purchased.
- Please make sure the Transfer of Ownership form matches your Financial Responsibility with respect to the UST owners' names.
- You must attach copies of proof of UST ownership transfer (i.e., Bill of Sale, Title to Real Estate, or other relevant documents).
- If signing as an officer of a corporation, representative of a public agency, administrator of an estate, or as having power of attorney, you must provide a copy of the legal document that proves you can legally sign in such capacity.
- **Failure to provide supporting documentation within 30 days will result in no effective change in ownership status and will be considered in violation of R.61-92, 280. 22(b)**

**STATE USE ONLY**

Date Received: \_\_\_\_\_

Date Entered into Database: \_\_\_\_\_

Data Entry Clerk Initials: \_\_\_\_\_

Was owner contacted to verify information: yes or no (Circle One) Comments: \_\_\_\_\_

## Underground Storage Tank Transfer of Ownership

Purpose: This form has been a part of the UST Guidance package for years. This form is used to conduct a transfer of ownership of underground storage tanks.

### Item by Item Instructions

1. Site ID Number: Five digit UST permit registration number
2. Facility Name: Current facility name as it appears on the registration certificate
3. Facility Business Address: self explanatory
4. Change facility name to: New name of facility if applicable
5. Ownership statement: Fill in new owner's name and number of tanks at the facility
6. New Owner Name, Address and Phone number: Print name as it will appear on registration certificate
7. New owner signature: self explanatory
8. Print signatory name underneath signature
9. Previous Owners Signature - self explanatory
10. New owner Federal Employee ID#: self explanatory
11. New owner SC Business License #: self explanatory
12. New owner Social Security #: optional
13. Property owner: Name, address, phone number and tax map #
14. Operator information: An operator is defined as any person in control of, or having responsibility for, the daily operation of the UST system
15. Date of transfer of ownership: This refers to the actual date that the new owner took ownership of the USTs – **not** the date the form is completed.
16. Notary signature and stamp: This form must be notarized and stamped.

Office Mechanics and filing: This is document is a part of the permanent file. Electronic files are updated and then this document is scanned into the database.