

File No.:



NEW MEXICO OFFICE OF THE STATE ENGINEER
CHANGE OF OWNERSHIP OF WATER RIGHT (NON-72-12-1-"Non-Domestic")



Important: Acceptance of the form for filing by the State Engineer does not constitute verification of the right conveyed.

Check one: Individual Category (Individual, Trustee, Estate) Entity Category (Corporation, Partnership, Limited Liability Co., Governmental Entity, Tribes, Pueblos, Nation)

1. OWNER OF RECORD (Seller): (Check here if seller is not the "owner of record")

Form for Seller information including Name, Phone (Home/Cell/Work), Owner of Record File No., Sub-file No., and Cause No.

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

Form for Buyer information including Name, Contact or Agent, Mailing Address, City, State, Zip Code, Phone (Home/Cell/Work), and 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

Form for Purpose of Use & Amount Conveyed including checkboxes for Domestic, Industrial, Livestock, Commercial, Irrigation, Other Uses, Municipal, and fields for Amount of Water, Diversion, Consumptive Use, and Other (include units).

Owner of record has conveyed all or part of said right (please check one) All Part

FOR OSE INTERNAL USE

Change of Ownership, Form WR-02, Rev 01/27/25

Form for internal use including File No., Trn. No., Well Tag ID No., Trans Desc. (optional), Sub-Basin, and Receipt No.

4. LIST ALL KNOWN POINT(S) OF DIVERSION (POD) FOR THE WATER RIGHT CONVEYED (FORM WR-08 TO LIST ADD'L PODS)

OSE POD No.:	Well Tag ID No.:	Subdivision and/or Lat/Long or Easting/Northing	Section	Township	Range

Check all that apply: Well Pump Ditch Name _____ River Course _____

Roswell Artesian Basin transfers, check all that apply: Artesian Shallow Present Producing Aquifer - PPA Surface

5. PLACE(S) OF USE (list each individually)

a. _____ Acres of Irrigated Land Described as Follows (applicable to irrigation use only):

b. Legally Described By: <input type="checkbox"/> Public Land Survey System (PLSS) <input type="checkbox"/> Hydrographic Survey Report or Map <input type="checkbox"/> Irrigation or Conservation District Map <input type="checkbox"/> Subdivision	c. PLSS Section <u>and/or</u> Map No. <u>and/or</u> Lot No.	d. PLSS Township <u>and/or</u> Tract No. (Please list each tract individually) <u>and/or</u> Block No.	e. PLSS Range	f. Acres	g. Priority
PLSS Quarters or Halves, <u>and/or</u> Name of Hydrographic Survey or District, <u>and/or</u> Name and County of Subdivision					

h. Other description relating place of use to common landmarks, streets, or other:

i. Place of use is located in the following counties:

j. Place of use is on land owned by:

k. Are there other sources of water for these lands? No Yes If yes, describe by OSE file number:

Note: If on Federal or State Land, please provide copy of lease

6. ADDITIONAL STATEMENTS OR EXPLANATIONS

FOR OSE INTERNAL USE

Change of Ownership, Form WR-02, Rev 01/27/25

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

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.

Signature

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.

Officer Signature

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

Name of Officer: _____
Title of Officer: _____
Name of Entity Acknowledging: _____
State of Entity: _____

Notary Public:
My commission expires: _____

FOR OSE INTERNAL USE

Change of Ownership, Form WR-02, Rev 01/27/25

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

CHANGE OF OWNERSHIP INSTRUCTIONS

- a. The "Owner of Record" of a water right is the current owner 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 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 from each new owner 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.
 - d. Enter the Well Tag ID#, 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 current OSE file information
 - a. Check the applicable box(es) for the purpose of use of the water. If other, specify the use.
 - b. Enter the allowable diversion amount (for irrigation the "Diversion Amount" is the diversion at the farm (turnout) head gate).
4. Specify all points of diversion that, to your knowledge, serve this right. Add coordinates and/or legal description of each well. If an entry is not applicable, enter NA. Enter the OSE POD Number and legal description of each well. For a surface water right, include the Ditch Name and River System from which the ditch divert water. Roswell Artesian Basin must enter source information from adjudication documents.
5. The place of use must be specified by a legal description taken from a hydrographic survey report or map, irrigation or conservation district map, a sub-division on record with a County in The State of New Mexico or by the Public Land Survey System. If possible, a copy of the survey plat shall accompany this document.
 - a. Enter the total number of irrigated acres, if applicable.
 - b – f. Provide the legal description of the property as stated above.
 - g. Enter the priority date for each place of use
 - h. Provide a common description of the property such as landmarks or street crossing that help locate the property
 - i. State the owner of the land if other than the new owner of the water right (such as, Fish and Wildlife Service)
 - j. If there are other sources of water for these lands, list the OSE file number(s).
6. Provide any additional statements that might help to clarify this water right conveyance.

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