

WASHINGTON SUBURBAN SANITARY COMMISSION
DEVELOPMENT SERVICES GROUP

NAME CHANGE OR TRANSFER OF PROJECT OWNERSHIP REQUEST

Submittal Requirements

Transfer of Ownership Fee - See Current Fees List

Current and New Owner Signatures – Proof of 'new' ownership required if prior owner signature is not provided

Email Address – Owner and Engineer

Corporation/Entity Information Form (attached)

For Government Agencies: use the Sole Proprietorship form or a letter stating who the Authorized Signer will be.

WSSC PROJECT NUMBER _____	
Project Name _____	
Please specify the part (s) of the contract for transfer, i.e., Z, A,B,C or All parts _____	
CURRENT PROJECT OWNER INFORMATION	NEW PROJECT OWNER INFORMATION
APPLICANT OF RECORD NAME	APPLICANT OF RECORD NAME
CONTACT PERSON	CONTACT PERSON
NUMBER & STREET ADDRESS	NUMBER & STREET ADDRESS
CITY, STATE & ZIP	CITY, STATE & ZIP
PHONE NUMBER FAX () ()	PHONE NUMBER FAX () ()
E-mail:	E-mail:
AUTHORIZED APPLICANT OF RECORD SIGNATURE DATE	AUTHORIZED APPLICANT OF RECORD SIGNATURE DATE
BY SIGNING THIS DOCUMENT THE NEW OWNER WILL BE OBLIGATED TO FULFILL THOSE CONDITIONS PREVIOUSLY SET FORTH IN THE LETTER OF FINDINGS DATED _____.	
ENGINEER OF RECORD	E-MAIL ADDRESS
ADDRESS	PHONE NUMBER ()
FOR WSSC USE ONLY	
ACCEPTED AND APPROVED BY:	DATE