

PIMA COUNTY HOMEOWNER RESOURCE

Septic Transfer Checklist

A one-page Pima County checklist for buyers, sellers and real estate professionals. Verified against current county instructions on July 31, 2026.

The transfer timeline

WHEN	WHO	WHAT HAPPENS
Within 6 months before transfer	Seller	Retain a qualified inspector to inspect each active onsite wastewater system.
Before closing	Inspector	Complete the Pima County Report of Inspection and give it to the seller.
Before closing	Seller	Submit the report through the county portal, pay the \$50 report fee, and provide the report and available system records to the buyer.
Within 15 calendar days after transfer	Buyer	Email the completed Notice of Transfer to Pima County. The county currently charges no filing fee for this notice.

Documents to collect

- ☐ Property address and tax parcel number
- ☐ Septic permit, activity number and as-built drawing
- ☐ Prior inspection, pumping and repair records
- ☐ Known tank, riser and disposal-area locations
- ☐ Alternative-system maintenance and alarm records
- ☐ Completed Report of Inspection for each system

Questions to resolve

- ☐ Which qualification and current credential does the inspector rely on?
- ☐ Were the tank, baffles, filter, pumps, controls and disposal works accessible?
- ☐ Was the tank pumped or serviced as part of the inspection?
- ☐ Were any components inaccessible or not determined?
- ☐ Are repairs, maintenance or additional evaluation recommended?
- ☐ Does the permit record match the house, additions and visible system?

OFFICIAL LINKS

[Pima County transfer instructions](#) | [Report of Inspection Notice of Transfer](#) | [Septic Records Portal](#)
[Qualified inspector search](#) | [Full Tucson transfer guide](#)

IMPORTANT: An inspection documents observed conditions; it is not a warranty of future performance. Forms and requirements can change. Confirm current instructions with Pima County and the professionals involved in the transaction.

General homeowner information - not legal, engineering, inspection or real estate advice. Tucson Septic Services | tucsonsepticrepair.com | 520-500-9256