



# County of Santa Cruz

## Transfer of Responsibility To Retrofit Form

All residential, commercial and industrial buildings within the unincorporated County area that is not served by a public water service which administers a similar water conservation program, are required to be retrofitted with high efficiency plumbing fixtures when a property is sold. Under the law, the **seller of the property** is responsible for retrofitting. The responsibility for retrofitting may be transferred from the seller to the buyer, if both parties mutually agree to do so. This form is used when a buyer agrees to perform the required plumbing fixture retrofit.

**Important: The seller must file this completed form with the County of Santa Cruz Water Conservation Program before the property is sold.**

Please refer to the back of this form for instructions and information. For assistance, call the Environmental Health Water Conservation Program at (831)454-2022.

### 1. Property Location

_____	_____
<b>Street Address</b>	<b>City</b>
_____	
<b>Assessor's Parcel No.</b>	

### 2. Plumbing Fixtures

Toilets                      Showerheads                      Urinals

	Toilets	Showerheads	Urinals
Total number of plumbing fixtures at this property:			
Number of fixtures retrofitted:			
Number of fixtures exempt.			

### 3. Seller's Signature

By signing below, I, the seller, declare that the buyer has agreed to assume the responsibility for plumbing fixture retrofit at the above-referenced property.

\_\_\_\_\_  
*Seller's name (please print)*                      *Seller's signature*      *Date*                      *Telephone*

Estimated Escrow Closing Date: \_\_\_\_\_

### 4. Buyer's Signature

By signing below I, the buyer of the above-referenced property, agree to accept the responsibility of retrofitting the property with low consumption plumbing fixtures as required in the Santa Cruz County Code Ch. 7.69. I understand that I will be required to retrofit the property and to obtain a water conservation certificate with in (90) calendar days following the date of change in ownership, in accordance with the procedures outlined on the back of this form.

\_\_\_\_\_  
*Buyer's name (please print)*                      *Buyer's signature*                      *Date*                      *Telephone*

# Summary of the County of Santa Cruz Plumbing Fixture Retrofit Ordinance County Code Chapter 7.69

Effective July 2013, all residential commercial and industrial buildings in the unincorporated County area are required to be retrofitted completely, if not already conforming, with high efficiency plumbing fixtures at the time of sale of the property. Under the law, the seller of the property is responsible of the following:

1. Replacing any toilets, showerheads and urinals that don't meet the low consumption standards.
2. Completing a Water Conservation Certificate from the County of Santa Cruz Water Conservation Program, and
3. Disclosing retrofit requirements to the buyer of the property, before the property changes ownership.

Copies of the written disclosure form and the Water Conservation Certificate are to be included with documents transferring title to the property.

## Low Consumption Plumbing Standards

Toilets	1.28 gallons per flush or less
Showerheads	2.0 gallons per minute or less
Urinals	1.0 gallon per flush or less

## Option to Have Buyer Retrofit

An option in the ordinance allows the seller to transfer the retrofit responsibility to the buyer. Both parties must agree that the buyer assumes the responsibility. The buyer has ninety (90) calendar days from the date of the sale to complete the retrofit. The seller and buyer must fill out the Transfer of Responsibility to Retrofit Form and file with the County Water Conservation Program.

## Instructions to Seller

**Step 1** – Complete parts 1, 2 and 3 of this form. Have the buyer sign and date part 4.

**Step 2** – Hand deliver or mail the completed form to:

County of Santa Cruz  
Environmental Health Services  
Water Conservation Program  
701 Ocean Street Rm. 312, Santa Cruz, CA 95060

**OR** FAX to (831) 454-3128

**OR** e-mail to [Env.Hlth@SantaCruzCounty.us](mailto:Env.Hlth@SantaCruzCounty.us)

The form will be reviewed when received at the office and retained on file.

**Step 3** - Keep a copy of this form for your records. Give one copy to the buyer and one to your real estate agent to be included with documents transferring title to the property.

## Buyers signing the Transfer of Responsibility Form Agree to:

1. Make sure all the fixtures on the property meet the low consumption plumbing standards listed above. This will involve replacing any older fixtures that don't comply. Note: the buyer is not responsible for retrofitting if the sale of the property is not completed.

## Failure to Retrofit

If it is determined that the retrofit was never completed by the buyer as agreed to in this form, a notice of violation will be recorded against the property by the County of Santa Cruz in accordance with procedures contained in the County Code Chapter 7.69.