## Attachment 36: Sample Notice to the Department of Change in Ownership of Property Covered by an Institutional Control

The following notice, or something of substantially similar form, should be provided to the Department when a property owner becomes aware of, but no later than 30 days prior to, an eminent change in ownership in the property covered by an Institutional Control. The Department will keep the notice on file, evidencing the owner’s compliance with the terms of the Institutional Control on the property.

<On letterhead of the owner or owner’s representative, if applicable.>

Re: Notice of Intent to Convey Property Using an Institutional Control

 Property Name and Address and Facility ID, COM#, or other FDEP issued Number

Send to contact in the RC or CSRCO

Florida Department of Environmental Protection

Division of Waste Management or District

To Whom It May Concern:

This notice is being provided in regards to the property described on Attachment A (attach the Restrictive Covenant or FDEP issued SRCOC) located at the following address: (Provide property address).

The current owners of the property intend to convey the entire property (or some significant interest in the property, if appropriate please describe the interest) to (provide the name and address of the new entity taking title).

This notice is intended to fulfil the requirement of the Institutional Control that notice for such a transfer be given.

Yours sincerely,

Owner Providing Notice

cc: (new entity taking title)

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