

OWNERSHIP UPDATE FEE LOG SHEET INSTRUCTIONS

When submitting the ownership update fee, complete the fee log sheet and submit it with the check to:

**OWNERSHIP UPDATE, DNRC
PO BOX 201601
HELENA, MT 59620-1601**

The ownership update fee log sheet was created to assist in reconciling the ownership update fees received against the new property owner's names DNRC receives from Dept of Revenue. The requested information must be submitted with the fee payments.

Completing the fee log sheet

www.dnrc.mt.gov/wrd/water_rts/HB39/

1. There are two versions (Microsoft Word & PDF) on the website—both can be filled out electronically or printed blank and filled in manually
2. Please identify only 1 transaction on each Fee Log Sheet.
3. We may need to contact you if we have questions. Please let us know the appropriate contact person and their contact information.
4. Fill out all required fields along the top of the table.
 - a. File Number is an identify tool for you in case we contact you with questions. *It is not a required field.*
 - b. Fee Paid is the amount applicable to this transaction.
 - i. The fee is \$50 for the first water right and \$10 for each additional water right up to a maximum fee of \$300 per transaction.
5. Enter the county of each applicable geocode.
6. Enter the geocode for the property transferring.
 - a. If the property is a part of a recent division of land and no geocode has been assigned by the county DOR office, enter the geocode for the larger parcel from which the property was divided.
7. Enter the water right basin number (i.e. 40S) then the water right number as found in the DNRC water right records.
8. Enter the seller/grantor name(s) and mailing address(es)
 - a. If more space is needed, attach a separate sheet or direct us to the back of the form
9. Enter buyer/grantee name(s) and mailing address(es)
 - a. If more space is needed, attach a separate sheet or direct us to the back of the form
10. Submit the log sheet with the check to the above address