

Instructions for the Sale or Transfer of a Small Water Company

1. Enclose a copy of the executed Purchase/Sales agreement. The agreement should include acknowledgement by the buyer that the system is subject to all the rules and regulations of the Idaho Public Utilities Commission. It should also include a statement acknowledging the regulatory authority of the Idaho Department of Environmental Quality over water quality and testing requirements.
2. Enclose a detailed statement setting forth the qualifications of the buyer to operate a pressurized potable water system. Include copies of any Water System Operator certificates.
3. Enclose a recent financial statement for the buyer.
4. Enclose (if applicable) a copy of the deed transferring title to the water system.
5. Enclose a description of the form of organization of the buyer (proprietorship, partnership, corporation, LLC) together with the names, addresses and phone numbers of the principals/officers.
6. Enclose a copy of the buyer's registration certificate with Idaho Secretary of State.
7. Enclose a copy of Buyer's Articles of Incorporation if applicable.
8. Enclose a copy of Buyer's By-Laws if applicable.
9. Enclose a statement of valuation for the system with supporting documentation.
10. Enclose a brief description of the business plan of the buyer explaining procedures to be followed in the daily operation of the water system. Provide the mailing address for the buyer and the street address at which the company's books and records will be maintained. Include names, addresses and phone numbers for individuals that will be responsible for a) operation and maintenance, b) customer billing and collection c) accounting, d) emergency response, and e) customer complaints.
11. Enclose a copy of the notice sent to customers informing them of the sale. This notice must be sent to all customers at the time of the Application informing them that an Application for transfer of the Certificate of Public Convenience and Necessity has been filed with the Commission, telling them who the buyer is, and informing them that a copy of the Application is available for their inspection at (address of local location) and at the Commission offices (Idaho Public Utilities Commission, 472 W. Washington St., Boise, Idaho 83702) in Boise. Include the Commission's mailing address and phone number. (Idaho Public Utilities Commission, PO Box 83720, Boise, Idaho 83720-0074, 208-334-0300). Inform the customers that the Commission will accept written comments on the Application. Indicate the date the notice was mailed to customers.

(Note: all information submitted with the Application is subject to audit and verification by Commission Staff.)