

CHECKLIST For Acquiring/Purchasing Water Rights
(Region 3 – USFS)

- ✓ Beneficial Use Determination by Forest/Hydrologist.
- ✓ Request from Forest to the Regional Office for Appraisal Services.
- ✓ (Request for Market Analysis)
- ✓ Market Survey (to analyze whether the offer to sell the water right for the amount offered is a fair price)
- ✓ Purchase Authority-What authority will water rights be purchased under? What job code will be used?
- ✓ Water/well location maps.
- ✓ Administrative Review-Completed by the RO
- ✓ Appraisal-Completed by the RO or Third-Party
- ✓ Office of General Counsel Review – Approval of Deed
- ✓ Purchase Agreement from Seller to Forest
- ✓ Send payment to Vendor – work with Albuquerque Service Center.
- ✓ File change of ownership forms with either ADWR (AZ) or OSE (NM). A copy of the recorded Deed needs to be attached to the Change request. In NM, the approved/accepted change of ownership filing with OSE is required to be filed in the county records.
- ✓ Distribute copies of Recorded Deed and Change of Ownership recorded documents to:
- ✓ RO Watershed and Air Staff;
- ✓ Forest Hydrologist, and [BLM?]
- ✓ Close Case – send to Land Status for input into LADS/LSRS.