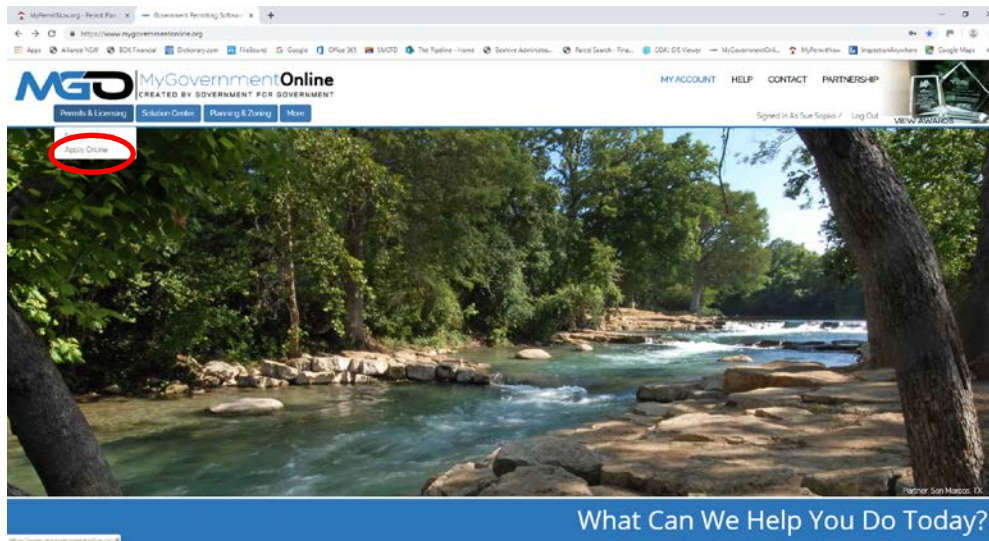




1. Log into your account at MyGovernmentOnline. If you don't yet have an account, see [Create an Account](#).
2. Under Permits & Licensing, select Apply Online



3. Complete the next screen as shown below. Fields marked with a red asterisk are required.

Apply Online

Jurisdiction and Request Type *

Some jurisdictions do not accept online applications.
If your jurisdiction or jurisdiction's department is not listed please contact that jurisdiction directly for their application procedure.

Country: * State: *

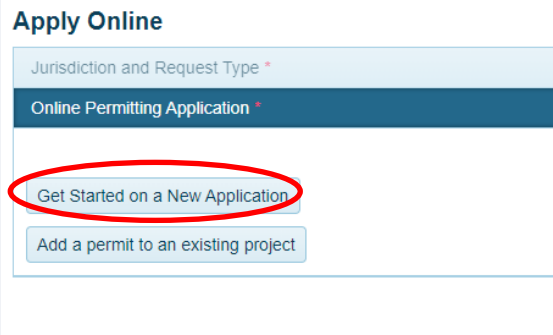
Jurisdiction: *

Project Type: *

- a. Then click Next.



4. Select Get Started on a New Application



5. Select Change in Ownership Application.



6. Review the District's Service Agreement by clicking on the document image below.



- a. Press the Esc key on your keyboard to close the Service Agreement.
- b. Then click Next.



7. Provide the address of your property. If no address has been assigned, provide the nearest cross streets.

- a. Then click Next.

8. Provide your contact information in the next section. *If you have a preferred means of communication, select the Notify box to the right of that selection. If you have no preference, leave the Notify boxes blank.*

- a. Then click Next.

9. OPTIONAL: If you would like to provide contact information for another party who has ownership interest in this property, please enter that information in the Second Property Owner's Contact Information section. Otherwise, leave blank.
 - a. Then click Next.



10. Complete the Application Questionnaire.

Change in Ownership Application*

Application Type: Change in Ownership * - Select Option - Select Change in Ownership

Service Class - Select Option -

Number of Units

Date Change in Ownership

Parcel Number
Search for your parcel number at <http://www.pinalcountyaz.gov/Assessor/Pages/ParcelSearch.aspx>

Subdivision

Account #:

For account verification purposes please provide one of the following required verification methods below Please check the box to indicate that you have read the account verification statement.
I understand that one of the four account verification requirements must be provided upon the submission of my application.

Last 4 Digits of SSN:
Account Verification Method

Tax ID or EIN:

Date of Birth:

4 Digit PIN

Legal and Service Agreement *

Please Sign Your Full Name in the Next Question

I have read the Service Agreement, provided at the beginning of this application, outlines the Terms and Conditions of the Service Agreement. Please check each box to indicate that you have read and understand each of the statements in this section.

I understand that SMCFD collects rates, fees and charges pursuant to its Operating Policies & Procedures. Any un-

We are the legal owner(s) of or have legal authority over the real Property identified in this Application. Please type your full name to indicate your agreement with the preceding statement.

We agree to the terms and conditions of the Service Agreement and understand that the -

Legal and Service Agreement Signature - Full Name Required *
I understand and agree to the terms specified above.

Signer's Relationship to the Property - Select Option -

a. Then click Next.

11. OPTIONAL: Upload files to support your application, such as the property deed.

a. Then click Next.



12. Submit your Application.

A screenshot of a web application's "Review" stage. The interface includes a dark blue header with the word "Review" in white. Below the header is a light blue box containing the text: "To save your current progress and complete your application another time, please press save before exiting." Underneath this is the message: "Your application is ready to submit to the jurisdiction." At the bottom of the form, there are three buttons: "Back", "Save", and "Submit". The "Submit" button is circled in red to indicate the next step.

Allow 3 business days for a response from the District.