

Block, Darla

From: Block, Darla
Sent: Wednesday, August 19, 2015 12:57 PM
To: Frederick, Adam
Subject: Assignment Acknowledgment Letter to New Owner of Permit
Attachments: 63-32701.rtf

Adam,

Attached is an example of the letter I send when I change ownership in the database based on an Assignment of Permit we received. If an Assignment comes in with a Proof of Beneficial Use Statement and someone there does the data entry of the Assignment, please send an acknowledgment letter for the assignment along with a permit proof report showing them as the current owners bolded.

When you send the Proof Statement and the Assignment of Permit down to me with a copy of the acknowledgment letter, I will know that the assignment was already processed.

Also, I mentioned to Pam about our little plan for the lost Proof Statement, and she advises that we mark any new Proof that is replacing one previously received and lost as "Replacement to Proof Received on July 24, 2015".

Thanks,
:) Darla

Your message is ready to be sent with the following file or link attachments:

63-32701.rtf

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