

TRANSFERS

Filing Requirements Checklist

(Applicable Authority: KRS 278.020(6) and (7) and 807 KAR 5:001, Section 14)

Case No. _____ Applicant Name _____ Received Date _____ Form Circulation Date _____

Instructions:

- 1) Each division noted by checkmark () is to complete its review and return within three business days of receipt.
- 2) This form lists only the specific filing deficiencies as identified in the regulations. If additional information is needed, an information request must be issued.
- 3) Staff member should use initials and list date review is completed.
- 4) **Return by email to Filings Branch following review and copy all Team members.**

Reviewed by following Divisions: Date Staff Member

_____ Filings _____
 _____ Legal _____

Division Responsible	Law/Regulation	Filing Requirement	Requirement Met		Waiver Requested	Approve Waiver?	
			Yes	No		Yes	No
Filings	KRS 278.020(7)	Application verified by oath or affirmation.					
	<u>807 KAR 5:001:</u>						
Filings	Section 14(1)	Full name, mailing address, and e-mail address of applicant and a reference to KRS 278.020(6) or KRS 278.020(7) or both.					
Legal	Section 4(3)	Paper signed by submitting party or attorney.					
Legal	Section 4(3)	Name, address, telephone number, fax number, and e-mail address of submitting party or attorney.					

Division Responsible	Law/Regulation	Filing Requirement	Requirement Met		Waiver Requested	Approve Waiver?	
			Yes	No		Yes	No
Legal	Section 4(10)	Has submitting party redacted – - All social security numbers - All birthdates - All financial account numbers - All other personal identification information					
Legal	Section 8(4)(b)	Has submitting party optimized pdf document – - Making all text pages searchable or OCR'd. - Bookmarks added to distinguish sections of the paper.					
(Electronic Case Filing only)							
Legal	Section 14(2)	If applicant is a corporation, the applicant shall identify in the application the state in which it is incorporated and the date of its incorporation, attest that it is currently in good standing in the state in which it is incorporated, and, if it is not a Kentucky corporation, state whether it is authorized to transact business in Kentucky.					
Legal	Section 14(3)	If applicant is a limited liability company, the applicant shall identify in the application the state in which it is organized and the date on which it was organized, attest that it is in good standing in the state in which it is organized, and, if it is not a Kentucky limited liability company, state whether it is authorized to transact business in Kentucky.					
Legal	Section 14(4)	If applicant is a limited partnership, a certified copy of the limited partnership agreement and all amendments, or a written statement that its partnership agreement and all amendments have been filed with the Commission in a prior proceeding and a reference to the case number of that proceeding.					

The following is a checklist of items which are not required to be filed with an Application for Transfer but which ideally should be filed with an application to expedite review of the application:

Division Responsible	Law/Regulation	Filing Requirement	Requirement Met		Waiver Requested	Approve Waiver?	
			Yes	No		Yes	No
Legal		1. Signed Purchase/Sale Agreement, or other writing memorializing the terms of transfer.					
Legal		2. If a sewer, the buyer must have a 3rd party beneficiary agreement or other evidence of financial integrity deemed sufficient by the PSC.					
Legal	KRS 278.020(6)	3. The names and qualifications of operating personnel, and any other evidence to show new owners have financial, technical, and managerial abilities to operate system, e.g. income tax records, financial statements, etc.					