

Business Entity Setup/Update Checklist

What the State Land Office needs from agency:

- 1. Completed Checklist
- 2. Legal, legible certified copy of the conveyance document
- 3. Legal, legible survey plat

ACTION TO BE TAKEN ON PROPERTY

- ADD A NEW BUSINESS ENTITY
- ADD TO AN EXISTING BUSINESS ENTITY
- CHANGE INFORMATION FOR AN EXISTING BUSINESS ENTITY (i.e. name change, contact info, etc.)
- ADD LEASED OR NON-STATE OWNED BUSINESS ENTITY FOR INSURANCE PURPOSES ONLY
- DISPOSE OF A PORTION OF AN EXISTING BUSINESS ENTITY
- DISPOSE OF ENTIRE BUSINESS ENTITY

Name of Business Entity/Site

Business Entity/Site Code: (Leave Blank if New Site)	
Name Of Business Entity: (If New Site, Then Put What You Will Refer To It As)	

Commented [TF1]: 6 digit number
(1st digit represents the Planning District No.;
Next 2 digits represent the Parish Code;
Last 3 digits are a sequential number assigned by LaGov)

DEPT/AGENCY INFORMATION

Department Name:	
Agency Name:	
Agency Contact Person:	
Telephone Number:	
Fax Number:	
Email Address	

PROPERTY INFORMATION

Property type:	<input type="checkbox"/> Owned <input type="checkbox"/> Leased
	<input type="checkbox"/> Land Only <input type="checkbox"/> Land w/Improvements

Function of property:	
Parish:	
Municipal Address of this Property (or nearest intersection):	
Legal Description of Property:	
Total Land Area Affected By This Conveyance:	Acres (ft X ft)
Value Of Property: (at time of acquisition/donation)	LAND \$ / IMPROVEMENTS \$
CONVEYANCE/RECORDATION INFORMATION	
Date Recorded In Parish:	
COB, Folio/Page, Instrument/Entry:	
Mineral Rights Conveyed:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Vendor: (Seller/Lessor/Donor)	
Vendee: (Purchaser/Lessee/Donee)	
ADDITIONAL NOTES INFORMATION	
Any Additional Notes: (i.e. Acts of Legislation, Ownership exceptions, etc.)	