

# TRANSFER REQUEST FORM (STANDARD) (Both Assignor and Assignee Present)

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The following are required to transfer a current State Lease:

- Original notarized *Transfer Request Form* with both Assignor and Assignee information
- Ten (\$10) transfer fee, in the form of check or money order, paid to Office of State Lands.
  - \* *Transfer fee may be waived by furnishing a copy of the Bill of Sale.*

I, \_\_\_\_\_ hereinafter called the “**Assignor**”, being current lessee of State Lease # \_\_\_\_\_, wish to transfer my State Lease to the following \_\_\_\_\_ herein after called “**Assignee**” on this day \_\_\_\_\_ of \_\_\_\_\_ year of \_\_\_\_\_

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Assignor/Current Lessee:

- Name: \_\_\_\_\_ Signature: Assignor Date \_\_\_\_\_
- Address: \_\_\_\_\_  
\_\_\_\_\_
- Phone: \_\_\_\_\_

Assignee:

- Name: \_\_\_\_\_ Signature: Assignee Date \_\_\_\_\_
- Address: \_\_\_\_\_  
\_\_\_\_\_
- Phone: \_\_\_\_\_

\_\_\_\_\_  
Signature: Notary Date \_\_\_\_\_

MAIL REQUEST TO:  
*Office of State Lands*  
*P.O. Box 44124*  
*Baton Rouge, LA 70804*

FOR OFFICE USE ONLY

Check  Bill of Sale