

Business Entity Setup/Update Checklist

What the State Land Office needs from agency:

DATE:

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

*PLEASE IGNORE YELLOW SECTIONS. OSL INFORMATION ONLY.

BY:

DATE:

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.)
- ☐ DISPOSE OF A PORTION OF AN EXISTING BUSINESS ENTITY
- ☐ DISPOSE OF ENTIRE BUSINESS ENTITY

BUSINESS ENTITY SITE CODE AND NAME

Business Entity Site Code:
(Leave Blank if New Site)

Name Of Business Entity:

STATE DEPARTMENT & AGENCY INFORMATION

Department Name:

BP#

Fund#

Agency Name:

BP#

Fund Center#

Office Name:

Office Address:

Office Phone:

Agency Contact Person:

BP#

Contact Phone:

Email Address:

PROPERTY INFORMATION

Property is:	☐ State Owned ☐ Not State Owned ☐ Leased ☐ Land Only ☐ Land w/Improvements
Property Function/Usage:	
Parish:	
Property Address:	
Legal Description of Property:	A CERTAIN TRACT OF LAND SITUATED IN SECTION _____ , TOWNSHIP _____ , RANGE _____ , _____ DISTRICT, _____ MERIDIAN, _____ PARISH, LOUISIANA, CONTAINING _____ ACRES, MORE OR LESS.
Total acres acquired/affected:	
Property Value:	LAND VALUE/COST: \$ _____ IMPROVEMENT VALUE/COST: \$ _____ TOTAL VALUE/COST: \$ _____ *PLEASE ATTACH APPRAISAL IF AVAILABLE.
Buildings on Property:	☐ YES ☐ NO Describe Buildings:

CONTRACT INFORMATION

Type of Contract:	☐ Acquisition ☐ Disposition ☐ Donation ☐ Lease ☐ ROW ☐ CEA ☐ Other: Describe
Contract #	
Contract Name:	
Old Contract Name:	

Date Contract Signed & Date Contract Recorded In Parish	Date Signed: Date Recorded:
Book/Page/Entry No.:	
Mineral Rights Conveyed:	☐ YES ☐ NO
Vendor: (Seller/Lessor/Donor)	
Address:	
BP#	
Vendee: (Purchaser/Lessee/Donee)	
Address:	
BP#	
ADDITIONAL NOTES OR INFORMATION	
Any Additional Notes: (i.e. Acts of Legislation, Ownership exceptions, Special Instructions, etc.)	