

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

This Transfer request form is to be used when **BOTH PARTIES ARE PRESENT** (Assignor/Assignee) during the time of notarization. Below is a list of requirements needed to complete the State Lease transfer.

- Completed *Transfer Request Form*
- Signatures of both parties (Assignor and Assignee).
- Original notarized copy of *Transfer Request Form*

* *Note: The ten dollar (\$10) processing fee may be waived by providing 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 _____

Assignor/Current Lessee:

- Name: _____ Signature: _____ Assignor _____ Date _____
- Address: _____
- Phone: _____

Assignee:

- Name: _____ Signature: _____ Assignee _____ Date _____
- Address: _____
- Phone: _____
- Email: _____

Signature: Notary Date

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

FOR OFFICE USE ONLY

<input type="checkbox"/> Check	<input type="checkbox"/> Bill of Sale
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