

COMMISSIONERS:

Mary Fallin GOVERNOR • Todd Lamb LT. GOVERNOR • Gary Jones STATE AUDITOR & INSPECTOR • Joy Hofmeister SUPERINTENDENT of PUBLIC INSTRUCTION • Jim Reese COMMISSIONER, STATE BOARD of AGRICULTURE

Dear Lessee:

I will need the following information to begin the process of assigning your lease. Please be specific regarding how the names are to be listed on the assignment. I will also need a death certificate and documentation showing the person designated to handle _____, Lessee's affairs; either as an Administrator, Executor or Personal Representative. A Power of Attorney is not acceptable. Please supply any other information you deem important.

LEASE #: _____ CONTRACT #: _____

NAME OF CURRENT LESSEE(S): _____

ADDRESS: _____ PHONE #: _____

ADDITIONAL LESSEE: _____

ADDRESS: _____ PHONE #: _____

NAME OF ASSIGNEE: _____

ADDRESS: _____ PHONE #: _____

SS# or TAX ID# _____

ADDITIONAL ASSIGNEE: _____

ADDRESS: _____ PHONE #: _____

SS# or TAX ID#: _____

Please return the completed form to my attention. Thank you,

REM Assignments Dept.
405.521.4000
clo.agleases@clo.ok.gov