

INSTRUCTIONS FOR SUBMITTING SEALED BIDS FOR AGRICULTURAL LEASES

The sealed bid form must be mailed to the Commissioners of the Land Office and **a check must be enclosed for your bid to be considered**. We cannot accept bids by e-mail or fax.

1. Print out and complete the "Sealed Bid Form". All persons signing the contract must be listed under "Name of Bidder". Write the names on the form the way the way you want them on the contract and the way you want to sign the contract. Please include middle initials. If you have a post office box we **must** have the street address where you live, we will use the post office box number for mailing purposes only.
2. We must have the social security number or federal identification number for each person or corporation signing the contract. If more than one person is on the contract please associate the social security with the proper name. Your social security number will not be available to or viewable by the public. The social security number will be removed when we have completed the contract.
3. Make sure the county is clearly identified and the lease number is on the form.
4. Write or type "**Sealed Bid for Real Estate Lease**" on the outside of the envelope you are mailing your bid.
5. **Enclose a check in the amount you are bidding. If a check is not enclosed your bid will not be considered.**

Mail your bids to:

Commissioners of the Land Office
204 North Robinson, Suite 900
Oklahoma City, OK 73102