

Date: _____

Dear Lessee:

I will need the following information to begin the process of assigning lease #'s:
_____ located in _____ County. Be specific regarding how the names are to be listed on the assignment. For instance, indicate if you want to add a name(s) or remove a name(s) from the current lease contract. Please supply any other information you deem important.

Name of Current Lessee: _____
Address: _____ Phone #: _____

Additional Lessee (if any): _____
Address: _____ Phone #: _____

Name of Assignee: _____
Address: _____ Phone #: _____
SS# or Tax ID#: _____

Additional Assignee (if any): _____
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