

## REQUEST FOR AUCTION OF LONG-TERM COMMERCIAL LEASE

This request is for the Commissioners of the Land Office for the State of Oklahoma (CLO) to consider placing a Long-Term Commercial Lease for auction. A Long-Term Commercial Lease is defined as a lease that is more than three (3) years in length but not exceeding fifty-five (55) years in length, and NOT for agricultural purposes.

No application fee is required for a long-term commercial lease; however, an appraisal is required to determine the fair market rental rate for the lease. The applicant is responsible for the fee associated with obtaining an appraisal. In accordance with the CLO Fee Schedule dated December 16, 2021, in accordance with 64 O.S. § 1012, the fee for the appraisal shall be the greater of \$500 or the actual cost of the appraisal. At that point in the process where such appraisal is needed, applicant acknowledges a fee will be required in an amount equal to the greater of \$500 or the estimated cost of the appraisal to proceed with the process.

Upon the applicant executing the Long-Term Lease agreement with the CLO, this fee shall be credited against the initial payment required on said lease. If this Long-Term commercial lease is executed by a party other than the applicant and that third party pays the cost of appraisal as part of the final lease, the appraisal fee paid by the applicant shall be refunded to the applicant. In the event that the applicant chooses not to proceed with the Long-Term Lease after this fee is paid and the lease is not offered at public auction, the fee shall be non-refundable.

<b>REQUESTOR INFORMATION</b>	
Name: _____	
Address: _____	
City, State, Zip: _____	
Tax Identification Number (TIN): _____	
<b>Primary Contact</b>	
Name and Title: _____	
Phone Number(s): _____	Email: _____
<b>Secondary Contact</b>	
Name and Title: _____	
Phone Number(s): _____	Email: _____

**PARCEL INFORMATION**

Legal Description of Parcel \_\_\_\_\_  
\_\_\_\_\_

Size of Parcel: \_\_\_\_\_

**Note:** *If applicant does not have a specific CLO-parcel identified but has a general description of preferred parcel qualities, such as size, location, amenities, and other requirements, please describe on attached parcel details page to assist the CLO in determining which properties may could meet those needs.*

Parcel Preferences (include acreage requirements, location requirements, and any other noteworthy preferences):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROPOSED USE**

(mark all that apply)

- |                                |                            |                          |
|--------------------------------|----------------------------|--------------------------|
| Commercial (Office)            | Commercial (Retail)        | Industrial/Warehouse     |
| Residential (Single Family)    | Residential (Multi-Family) | Residential (Mixed Use)  |
| Wind Project                   | Solar Project              | Other Alternative Energy |
| Other Use, specifically: _____ |                            |                          |

***Please provide description of the proposed use on the parcel details page. The CLO may request additional specific information on the proposed use as well.***

Proposed Use (provide enough details to allow understanding of development plan):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## DISCLOSURE

**The applicant understands fully and accepts, without any present or future reservations, the following conditions relating to this application for Long-Term Commercial Lease. The applicant MUST initial each item below as an indication they understand the following items:**

This application does not obligate the CLO in any manner.

The CLO has the right to reject any specific use or proposal.

All Long-Term Commercial leases must be offered to the public through a public auction per law.

All Long-Term Commercial Leases must be approved by the governing body of the Commissioners of the Land Office at an open meeting before any lease becomes binding on the parties.

Although the CLO has the right to terminate or modify Short-Term Commercial Leases and Agricultural Leases for the benefit of a Long-Term Commercial Lease, any damage caused to such tenants as a result of such early termination will be borne by the Long-Term Commercial Lease Lessee.

The CLO is NOT able to modify the terms of a Long-Term Commercial Lease once it has been offered to the public through the auction process.

**By Signing Below, Applicant acknowledges that all information is accurate and correct. Further, Applicant acknowledges the initialed conditions above. Applicant acknowledges that if approved, the CLO agrees to negotiate a Long-Term Commercial lease for the use and under the conditions mutually agreeable to both the CLO and the Applicant, however the Applicant will only be awarded the lease if they are the winning bidder of the lease at public auction. By signing below, the applicant certifies that the Applicant is not in arrears in any payments to the State of Oklahoma, any agency thereof including and not limited to the CLO.**

APPLICANT: \_\_\_\_\_  
(Signature Above)

\_\_\_\_\_  
(Printed Name & Title Above)

