

## EASEMENT ASSIGNMENT PROCESS

It is imperative that CLO has the name of the current owner of easements on our lands. Easements can be assigned to a new entity for the remainder of their term once the sale or merger is complete. Once you have an effective date and a completed transfer, submit this information to the CLO.

1. Submit the information needed to transfer the easements to [clo.easements@clo.ok.gov](mailto:clo.easements@clo.ok.gov) or by mail to:  
Commissioners of the Land Office  
ATTN: REM  
204 N. Robinson, Suite 900  
Oklahoma City, OK 73102
2. The transfer fee varies depending on when the easement was issued. Once you submit your list and documentation, a total of fees will be communicated to you. Payment should be noted that it is for Easement Transfer Fees and sent to our Lockbox:  
Commissioners of the Land Office  
PO Box 248896  
Oklahoma City, OK 73124-8896
3. Once drafted and approved, 2 copies of the assignment(s) will be sent to you for signature. Upon receipt of payment and the signed assignment documents, our Secretary will execute the assignment and an original will be mailed to the Assignee.  
NOTE: CLO does not accept assignment forms from other entities. We have our own consent to assignment document that must be used.