OKLAHOMA
COMMISSIONERS
OF THE LAND OFFICE

Commercial Lease Assignment Request

The following information is required to begin the process of assigning a non-agricultural CLO lease contract. Please provide the precise name(s) to be listed on the assignment. Assignee names cannot be changed after assignment execution. Corporate entities must provide the Certificate of Incorporation and sufficient documentation showing that the signatory party possesses the requisite authority to sign on behalf of the corporation.

Additional information may be required, depending on the specific assignment provisions of your lease contract with the CLO. No assignment is effective until fully executed by all parties to the contract, including the CLO.

An assignment fee must be paid to the CLO on a per contract basis, in accordance with the CLO's fee schedule. The CLO fee schedule is located on the CLO website.

Return the completed form by email to CLO.CommercialLeases@clo.ok.gov or by mail to Commissioners of the Land Office, Commercial Real Estate Division, P.O. Box 248896 Oklahoma City, OK 73124

Request Date:_____ Effective Date of Assignment:_____

LEASE INFORMATION

LEASE #:_____ CONTRACT #:_____

PROPERTY LOCATION:_____
(Address or Sec-Twp-Rng)

ASSIGNOR INFORMATION

NAME OF CURRENT LESSEE(s):_____

_____

ADDRESS:_____
City State Zip

PHONE #:_____ E-MAIL:_____

ASSIGNEE INFORMATION

NAME OF NEW LESSEE(s):_____

_____

ADDRESS:_____
City State Zip

PHONE #:_____ E-MAIL:_____

SS# OR TAX ID#: _____