



## OIL AND GAS LEASE ASSIGNMENT REQUIREMENTS

*This information is provided by authority of Part 5, Section 502, Act 451, P.A. 1994, as amended.*

On September 17, 1999, the Department of Natural Resources (DNR), Forest Management Division, mailed a notice to all Lessees regarding assignments of interest in state oil and gas leases. This notice outlined specific changes in the assignment approval process that included mandatory use of an updated State of Michigan Oil and Gas Lease Assignment form. The following information further updates the revised process and requirements as of August 1, 2011:

1. **All** assignments of working interest in state oil and gas leases must be submitted to the DNR for approval.
2. The DNR will process all submitted assignments within 30-days of receipt. If review within 30-days of receipt is not possible, the DNR will advise you in writing within 30-days of receipt the review timeframe must be extended.
3. The requirements for full assignments differ from those of partial assignments.
  - a. Two originals must be submitted for **full** assignments. If approved, both documents will be executed by the DNR and **one original will be returned**. The remaining original will be retained in the DNR files. You will be notified by the DNR within 30-days of receipt of the full assignment if the assignment is approved, unapproved, or if the review timeframe must be extended.
  - b. A single photocopy, duplicating the original assignment, should be submitted for **partial** assignments. You will be notified by the DNR within 30-days of receipt of the partial assignment if the assignment is unapproved or if the review timeframe must be extended. If within the 30-day time period you are not notified otherwise, you can assume the partial assignment has been approved by the DNR. The submitted copy, if approved, will be retained in the DNR files where it can be viewed. **PLEASE NOTE: The DNR will not return an approved copy of a partial assignment to you unless two copies are provided at the time of initial submission.**
4. Assignments submitted to the DNR for approval must:
  - a. Be submitted on the current State of Michigan Oil and Gas Lease Assignment form. The assignment form is available from the DNR, Forest Management Division, or can be obtained electronically from the DNR website at <http://www.michigan.gov/dnr> . The form is located within the "Doing Business" section within "Minerals" within "Oil and Gas." Forms should be printed on letter-sized paper, two-sided if possible.
  - b. Pertain to the assignment of working interest in State of Michigan oil and gas leases only, and cannot include assignments of private leases, personal property, pipeline or other utility easements, overriding royalty interest, net revenue interest, etc. and **cannot** be made "subject to" any other agreements or conveyances between parties.
  - c. Be submitted with full payment of the non-refundable assignment fee, which is currently \$25.00 per lease per assignment for full assignments, and \$10.00 per lease per assignment for partial assignments. Checks must be made payable to the "State of Michigan." See mailing address on page 2.
  - d. Represent a separate assignment of working interest in a state lease or leases from a single Assignor to a single Assignee. No assignments from or to multiple parties will be accepted.
  - e. Must be specific as to what interest is being assigned and what interest the Assignor owns to assign. For example, if you own 100 percent in a state lease and assign 25 percent, you would state "25 percent of Assignor's 100 percent right, title, and interest". This format must be used in all cases. "All right, title, and interest" or "25 percent of Assignor's right, title, and interest" is not acceptable. If the assignment is only for a formation, list that formation.
  - f. Specifically identify the legal description of the lands affected by the assignment (including County, Town, Range, Section, and description). List only one county per assignment. Multiple counties will not be accepted.
  - g. Include signatures of all parties to the assignment. Both parties must be properly signed, dated, and notarized. All parties and notaries must have their name printed or typed legibly, exactly as signed, directly below each signature.
  - h. Entities listed on the DNR's Hold Action List are ineligible to accept assignments of State of Michigan oil and gas leases as long as they remain in violation of lease terms (See Oil and Gas Lease Compliance Procedure No. [2306.E8](#) ).

5. The Assignment of state oil and gas lease(s) form has a boxed section at the bottom of the front page. This section requires the Assignor to identify whether the assignment constitutes a “full” or “partial” assignment. For purposes of completing this section correctly, it is important that the Assignor knows the identity of the Lessee at the time that the assignment is made. The identity of the Lessee can be obtained electronically from the DNR website at <http://www.michigan.gov/dnr>. There is only one Lessee, or responsible party, for each state lease. **Please note**, if the Lessee assigns out 100 percent of their interest in a formation, the Lessee remains responsible for the entire lease, for all formations, for all interest holders unless the assignment is listed as a full assignment and the Assignee agrees to assume full responsibility of the entire lease (see 5.a.(4) listed below).
  - a. A “full” assignment involves (1) the full transfer of 100 percent interest that is held by the Lessee in the lease, or (2) a full transfer of 100 percent interest that is held by the Lessee in a specified legal description in the lease, or (3) the transfer of the Lessee’s remaining interest in the lease, or (4) the transfer of any of Lessee’s interest to a party who agrees to accept the responsibility of Lessee for all interest holders of the lease for all formations. A “full” assignment requires the transfer of responsible party (Lessee) status to another legal entity, or the current Lessee will remain the responsible party for the lease.
  - b. A “partial” assignment is any assignment where the Lessee assigns less than 100 percent of the working interest in a lease or portion of a lease, and/or any assignment made by an interest owner that is not the Lessee.
6. Proof of legal entity is required for every Lessee of a state lease and must be submitted to the DNR, if requested. This may be in the form of one of the following documents:
  - a. Individual – Proof of legal age (copy of driver’s license, birth certificate, or passport).
  - b. Company, Corporation, or Partnership – A “Certificate of Good Standing” or a “Certificate of Limited Partnership”, which may be obtained from the Department of Licensing and Regulatory Affairs, Corporation Division, P.O. Box 30054, Lansing, Michigan 48909, telephone 517-241-6470 or <http://www.michigan.gov/lara>.
  - c. Persons Doing Business Under an Assumed Name – A “Certificate of Persons Conducting Business Under an Assumed Name”, which may be obtained from the Clerk of the County in which registered.
7. All Lessees of State of Michigan oil and gas leases must have a lease performance bond on file with the DNR. Full assignments will not be approved until the new Lessee has filed the required bond. The amount of bond required is dependent upon the number of state mineral acres the Lessee will have under lease once the assignment has been approved. The Lessee’s name on the bond must read exactly as registered to transact business in Michigan and as listed on the assignment. Bond information can be obtained electronically from the DNR website at <http://www.michigan.gov/dnr>, within the “Doing Business” section within “Minerals” within “Oil and Gas within “Oil and Gas Lease Bond Schedules.”

Any assignment submitted for approval that does not meet the criteria outlined above, will be returned unapproved.

Contact Jennifer Huhn for further information at 517-335-3337 or at [huhnj1@michigan.gov](mailto:huhnj1@michigan.gov).

**ASSIGNMENTS SHOULD BE MAILED TO:**

**ATTN: CASHIER’S OFFICE  
FINANCIAL SERVICES  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30451  
LANSING MI 48909-7951**