



LEASE ASSIGNMENT REQUIREMENTS

All assignments of working interest in a State of Michigan (State) lease must be submitted to the Department of Natural Resources (DNR) for approval.

The requirements and nonrefundable assignment review fees are as follows:

- Partial Assignment are \$10 per lease, per assignment.
One copy (or original) must be submitted. A copy will be returned upon request.
 - Full Assignment are \$25 per lease, per assignment.
One original and a duplicate copy must be submitted. If approved, the executed original will be returned to applicant, and a copy will be retained by the DNR.
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All assignments submitted to the DNR for approval must:

- Be on the current State Assignment of Lease(s) form PR4058, available at www.michigan.gov/minerals.
- Represent a separate assignment of working interest from a single Assignor to a single Assignee.
- State the company names throughout the document exactly as they are registered to do business in Michigan. The Current/Original Lessee names on Attachment A should be stated exactly as written on the actual lease.
- Pertain to the assignment of working interest only and be specific as to what interest is being assigned and what interest the Assignor owns to assign.
- Specifically identify the legal description of the lands affected by the assignment on Attachment A (town, range, section, and description).
- Pertain to only one county per assignment.
- Identify whether the assignment constitutes a Partial or Full Assignment by marking the appropriate box in the section at the bottom of the first page.

Partial Assignment - It is considered a partial assignment:

- ✓ When the Lessee assigns less than 100% of their interest in a lease or portion of a lease.
- ✓ Made by an interest owner that is not the responsible party (Lessee).
- ✓ When it is not conveying responsible party (Lessee) status.

Full Assignments require the transfer of responsible party (Lessee) status to another legal entity. It is considered a Full Assignment when the Lessee transfers:

- ✓ 100% of the interest that is held by the Lessee in the lease.
- ✓ 100% of the interest that is held by the Lessee in a specified legal description in the lease.
- ✓ 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.

- Include properly signed, dated, and notarized signatures of all parties to the assignment. All parties and notaries must have their name printed or typed legibly, exactly as signed, directly below each signature.
- Be in a recordable format and have all corrections, strikethroughs, etc. initialed by the applicable party.
- To help expedite the review process, list leases in numerical order on Attachment A.

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- Be submitted with full payment of the nonrefundable assignment review fee. Checks must be made payable to “State of Michigan” and mailed with the assignment(s) to:

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

Proof of legal entity is required for every Lessee of a State lease and must be submitted to the DNR, if requested.

All Lessees of State leases must have a sufficient lease performance bond on file with the DNR. Bond information is available at www.michigan.gov/minerals or you may contact Kimberly Venne, Property Specialist, MMS, at VenneK1@michigan.gov.

Any assignment submitted for approval that does not meet the criteria outlined above may be returned unapproved and require the appropriate assignment review fee upon resubmittal.

Additional information is available at www.michigan.gov/minerals or you may contact Andrea N. Turner, Property Analyst, MMS, at TurnerA7@michigan.gov.
