

## Campsite/Surface Leasing

1. Complete the *Request for Advertising Campsite/Surface Lease* form found on the second page of this document along with the \$75 payment for the advertisement fee.
2. The advertisement will contain the following:
  - a. A description of the land to be leased
  - b. Terms of the lease
  - c. Specific date and time sealed bids are opened
3. The advertisement for lease will be printed once a week for three (3) weeks in the official parish journal wherein the property is located.
4. The Applicant is furnished a copy of the advertisement and is notified by certified mail when the bid date shall take place.
5. All bids must be submitted, **sealed**, by the close of day to the Office of State Land, the day before the designated opening of bids as mentioned in the advertisement. The envelope containing the bid should be marked with the word **BID** and the bid **DATE** on the outside of the envelope to prevent it from being opened with the regular mail and should also **include a check to pay the first year's rental.**
6. Bids are opened on the specific hour and date noted in the advertisement. The minimum bid acceptable is as stipulated in the advertisement. The lease is awarded to the highest bidder. Unsuccessful bids are returned.
7. After the highest bidder is determined, a lease is prepared in triplicate and forwarded to the successful bidder for signature. All copies of the lease contract are to be returned to the state land office for final execution.
8. Upon completion, two originals of the lease are forwarded to lessee. One original of the lease is to be filed by the lessee in the clerk of court's office in the parish wherein the land is located; and the other is retained for lessee personal records.
9. Should the applicant not be the successful bidder, the full deposit is refunded and the successful bidder must pay for the advertising.

PLEASE NOTE: All payments must be separate transactions. The advertisement fee (\$75) cannot be combined with a Bid payment. Make checks payable to: **State Land Office.**

Mail:

State Lands Office  
P.O. Box 44124  
Baton Rouge, LA 70804

Hand-delivered:

State Lands Office  
1201 North 3<sup>rd</sup> Street, Suite G-223  
Baton Rouge, LA 70802

# REQUEST FOR ADVERTISEMENT OF CAMPSITE/SURFACE LEASE

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Please complete the *Request for Advertisement of Campsite/Surface Lease* form below. Please include a check or money order in the amount of \$75 tendered as a deposit for advertisement charges.

Date: \_\_\_\_\_

Applicant:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

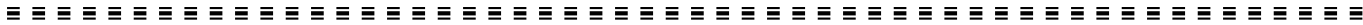
\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Property Description:

- Parish: \_\_\_\_\_
- Campsite Area Name: \_\_\_\_\_
- Lot Number: \_\_\_\_\_
- Section, Township and Range (if known) : \_\_\_\_\_



Mail or Hand-delivered to:

Please make checks payable to: State Land Office

Mail To:

State Lands Office  
P.O. Box 44124  
Baton Rouge, LA 70804

Hand-delivered:

State Lands Office  
1201 North 3<sup>rd</sup> Street, Suite G-223  
Baton Rouge, LA 70802

<p><u>FOR OFFICE USE ONLY:</u></p> <p>Bid No: _____</p> <p>Ad date: _____</p> <p>Bid Date: _____</p> <p>Min. Bid: _____</p> <p>Improvements: _____</p>
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