

TRANSFER REQUEST FORM (DUAL NOTARY)

This Transfer request form is to be used when **ONE PARTY IS ABSENT** (Assignor/Assignee) during the time of notarization. An additional Notary signature must be provided by the absentee party. Below is a list of requirements needed to complete the State Lease transfer.

- Completed *Transfer Request Form*
- Signatures of both parties (Assignor and Assignee).
- **Original notarized copy of *Transfer Request Form***
- **Additional notary signature by the absentee party.**

*Note: The ten dollar (\$10) processing fee may be waived by providing copy of the **Bill of Sale***

I, _____ hereinafter called the “**Assignor**”, being current lessee of State Lease # _____, wish to transfer my State Lease to _____ herein after called “**Assignee**” on this day _____ of _____ year of _____.

Assignor:

- Name: _____
- Address: _____

- Phone: _____
- Signature: _____

Signature: Notary

Date

Assignee:

- Name: _____
- Address: _____

- Phone: _____
- Signature: _____

Signature: Notary

Date