TRANSFER REQUEST FORM (STANDARD)

This Transfer request form is to be used when **BOTH PARTIES ARE PRESENT** (Assignor/Assignee) during the time of notarization. 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*

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 the following _____

herein after called "**Assignee**" on this day _____ of _____ year of _____

Assignor/Current Lessee:

- Name: _____
- Address: _____

  _____
- Phone: _____

_____ _____

Signature: Assignor Date

Assignee:

- Name: _____
- Address: _____

  _____
- Phone: _____

_____ _____

Signature: Assignee Date

_____ _____

Signature: Notary Date