

PROCEDURES FOR ASSIGNING A RIGHT-OF-WAY / LEASE

2017

1. Download and complete the Assignment of Right-of-Way / Lease document **in triplicate**.

2. Have both parties completely execute all three of the Assignment forms.

3. Send the Assignment forms along with an Assignment fee of \$100.00 (check made out to the Louisiana State Land Office) per Assignment to the address below:

Attn: Adam Cox

State Land Office

P.O. Box 44124

Baton Rouge, LA 70804

4. The State Land Office will then execute all three forms and return **two** of the forms to you. One of the forms is for your records and the other is to be recorded in the Parish where the Right-of-Way / Lease is located.

5. Once the Assignment has been recorded, a copy of the recordation information must be sent to the State Land Office for our records.