



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. Assignments must be submitted on the current Assignment of Lease(s) form PR4058, which can be found at www.michigan.gov/minerals.

1. The requirements and nonrefundable assignment review fees are as follows:

One original assignment (partial or full) must be submitted. If approved, the original will be returned to the applicant, and a scanned copy will be retained by the DNR.

Partial Assignments are \$10 per lease, per assignment.

It is considered a partial assignment when any one of the following apply:

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

Full Assignments are \$25 per lease, per assignment.

It is considered a Full Assignment when any one of the following apply:

- When the responsible party (Lessee*) assigns 100% of its interest in a lease or portion of a lease.
- When conveying only the Lessee* responsibility in a lease.

**The DNR only recognizes one responsible party (Lessee) per lease.*

2. Assignment, correspondence, and full payment of the nonrefundable assignment review fee must be mailed as follows. Checks must be made payable to “State of Michigan.”

- Original assignment and correspondence must be mailed directly to:

ATTN: ANDREA N. TURNER
LEASE MANAGEMENT UNIT
MINERALS MANAGEMENT SECTION
P.O. BOX 30452
LANSING MI 48909-7952

- Full payment and copy of correspondence (must list lease numbers associated with the assignment in the body of the cover letter) must be mailed directly to:

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

LEASE ASSIGNMENT REQUIREMENTS

3. All assignment submitted to the DNR for approval must:

- 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 Exhibit 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.
- 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.
- Pertain to only one county per assignment.
- 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.
- Specifically identify the legal description of the lands affected by the assignment on Exhibit A (town, range, section, and description). To help expedite the review process, list leases in numerical order.
- Be in a recordable format and have all corrections, strikethroughs, etc. initialed by the applicable party.
- Not have any outstanding monies owed to the State for any leases listed on the assignment (including but not limited to rentals, royalties, interest due).

4. All Lessees of State leases must:

- Be registered to do business and in good standing with LARA.
- Have a sufficient lease performance bond on file with the DNR.
- Submit proof of legal entity to the DNR if requested.

Any assignment submitted for approval that does not meet the criteria outlined above may be returned unapproved/denied. Any assignment resubmitted for review will require a new review fee.

Please view the Minerals Management Section's interactive minerals map and map tutorial at www.michigan.gov/minerals.

The map includes Michigan mineral and geologic resource data from sources including the DNR, EGLE and the Michigan Geological Survey.