



INSTRUMENT ASSIGNMENT

Note: Incomplete forms will not be processed. All Assignment fees are **Non-refundable**.

For and in consideration of the full sale price of \$ _____ dollars paid for the instrument, improvements and/or personal property, with the amount of \$ _____ dollars, paid for the improvements and/or personal property, receipt of which is hereby acknowledged. We hereby sell, assign and transfer, all of my/our rights, title and interest in State of Idaho Instrument No. _____ unto the following:

Individual Name: Last _____ First _____ Middle _____ DBA: _____	Business Entity Name: _____ Business Registration No. _____
Address of Record (for all correspondence) Street: _____ PO Box: _____ City: _____ State: _____ Zip +4: _____ Country: _____ Attention: _____ Title: _____	Contact Information Business: (____) _____ Contact: _____ Fax: (____) _____ Contact: _____ Home: (____) _____ Contact: _____ Cell: (____) _____ Contact: _____ Email Address(es): _____

- Assign **Encroachment** (Attachment A not required).
- Assign **all lands** within Instrument (Attachment A not required).
- Assign **only part of the lands** in the Instrument. Complete property descriptions for lands remaining and lands being removed (Attachment A required).

ACCEPTANCE AND ASSUMPTION BY ASSIGNOR

I/We hereby swear and affirm that the consideration stated herein is the full and complete amount paid by the assignees to the assignors for the above-described State of Idaho Instrument, and no additional payment has been or will be made.

Date Current Instrument Holder/Designated Agent Company Name (if applicable)

Date Current Instrument Holder/Designated Agent Company Name (if applicable)

STATE OF _____)
County of _____) ss.

Subscribed and sworn to before me this _____ day of _____, 20____.

SEAL

Notary Public
My Commission Expires: _____

ACCEPTANCE AND ASSUMPTION BY ASSIGNEE

The undersigned, as Assignee(s) above-named, assumes and accepts the obligations and conditions of the above-described State of Idaho Instrument and separately covenants with the State of Idaho that they will abide thereby during the term of said Instrument. Assignee(s) does hereby swear and affirm that the sum of \$ _____ is the full and complete amount of consideration paid by Assignee(s) to the Assignor(s) herein, and that no additional payment has been or will be made.

Date New Instrument Holder/Designated Agent Company Name (if applicable)

Date New Instrument Holder/Designated Agent Company Name (if applicable)

STATE OF _____)
County of _____) ss.

Subscribed and sworn to before me this _____ day of _____, 20____.

SEAL

Notary Public
My Commission Expires: _____

<i>IDL Staff Use Only</i>			
Instrument No. _____	Fee \$ _____	Area Manager _____	Date _____



ATTACHMENT A - Property Description

Use Attachment A only when assigning a portion of the lands within an instrument

Instrument # _____ <u>Assigned Property</u>						IDL Office Use Only						
Twn	Rng	Section	Description <i>(to the quarter-quarter) (include name of lake or riverbed, if applicable)</i>	County	Acres	(IDL Fund)	Grazing Acres	Irrigated Acres	Dryland Acres	Wasteland Acres	AUMs	Check if Change in Record
												<input type="checkbox"/>
												<input type="checkbox"/>
												<input type="checkbox"/>
												<input type="checkbox"/>
												<input type="checkbox"/>
												<input type="checkbox"/>

Instrument No. _____ <u>Remaining Property</u>						IDL Office Use Only						
Twn	Rng	Section	Description <i>(to the quarter-quarter) (include name of lake or riverbed, if applicable)</i>	County	Acres	(IDL Fund)	Grazing Acres	Irrigated Acres	Dryland Acres	Wasteland Acres	AUMs	Check if Change in Record
												<input type="checkbox"/>
												<input type="checkbox"/>
												<input type="checkbox"/>
												<input type="checkbox"/>
												<input type="checkbox"/>

Checklist and Special Provisions for Instrument Assignments

Assignment Form: The fully completed (notarized) assignment form must be submitted with the appropriate fees and documentation. Photocopies of signatures, partially completed or partially executed assignment forms, or incomplete assignment packages will not be processed. **NOTE: This Form is also used to assign Applications for Use from one party to another prior to issuing the lease or permit to the applicant; and the non-refundable fees are required.**

Current Instrument: The instrument holder shall submit the certified copy of the existing instrument. If the certified copy is not available, the Assignor must complete an *Affidavit of Loss*, a copy of which may be obtained from the IDL website at [Home - Department of Lands \(idaho.gov\)](http://Home - Department of Lands (idaho.gov)). Please do not send copies of **expired instruments**.

Applicable Assignment Fee: The fee for each assigned instrument must be submitted prior to processing (see Instrument Assignment Fee Schedule at right).

Rental: Any associated penalties for the current year must be paid and the instrument must be in good standing before it can be assigned. In addition, if the instrument contains a gross receipts requirement, a gross receipts report and any additional rent due therein must be paid for the portion of the year up to the date of assignment.

Mortgage / Deed of Trust: Current instrument holder must provide written release of any mortgage/deed of trust recorded with the Department.

Proof of insurance: If applicable, proof of insurance must be submitted from the ASSIGNEE. Please provide a copy of the instrument to the insurance agent to ensure compliance with the insurance requirements of the State of Idaho and this instrument.

Replacement Bond: If applicable, bonding must be in place prior to approval of the assignment.

Premium Rent: If applicable, instrument terms (most common in cottage site leases) may require a premium rent of a certain percentage of the leasehold value be paid to the Department of Lands at time of sale.

Partial Assignments: If the assignment transfers only part of an instrument, an Application for Use form with the application fee, must accompany the assignment paperwork. Legal land descriptions detailing the lands to remain in the assignor's lease, and legal land descriptions detailing the lands to be transferred to the assignee must accompany the assignment paperwork.

Corporate Entities: If the Assignee (New Lessee) is a corporate entity, the legal entity name, as recognized by the State of Idaho, must be on the assignment form, and supporting documentation submitted with your forms. You may obtain a copy of your information through the Secretary of State's website at Online Business Services | Idaho Secretary of State.

Divorce: If your former spouse is a lessee and you wish to add a "new" spouse or remove the name of a "former" spouse, you must submit a copy of the divorce decree, including the property settlement or a quitclaim deed. If there is no spouse named on the current lease, but you are now or were married at any time during the ownership of the lease site, your spouse must sign as assignor even though they are not named as a lessee on the original lease.

Death of a Lessee: If you wish to remove the name of a deceased lessee, you must submit a copy of the death certificate, along with documentation that gives you the legal authority to represent the deceased (such as a Will, Letters Testamentary, Appointment of Personal Representative, etc.).

Trusts: Leases assigned to a trust can have only one individual or husband and wife designated as the sole contact for all billing and correspondence. To assign to a trust, we must have a copy of the trust or those portions of the trust that are applicable to the lease. The trust must have a name (i.e. John Doe Revocable Trust) and the signatory for the trust must sign a Promise of Authenticity of Trust form.

Instrument Assignment Fee Schedule		
Instrument Type	Full Assignment	Partial Assignment
Grazing	\$25.00	\$25 + App Fee
Crop	\$25.00	\$25 + App Fee
Conservation	\$20.00	\$25 + App Fee
Commercial	\$20.00	\$25 + App Fee
Residential	\$50.00	\$50 + App Fee
Energy Resources	\$20.00	\$25 + App Fee
Geothermal	\$150.00	\$150.00
Oil and Gas	\$100.00	\$100.00
Mineral Lease Endowment	\$50.00	\$50.00
Easement (Endow & Nav Waters)	\$50.00	\$50.00
Mineral Lease Riverbed	\$50.00	\$50.00
Minerals Regulatory	\$20.00	\$20.00
Encroachment	\$300.00	N/A
Submerged	\$200.00	N/A

SPECIAL PROVISIONS

Submerged Lands Leases: If you are submitting an assignment for a submerged lands lease you must also submit a separate Encroachment Permit assignment form and the additional filing fee to assign any encroachments related to this lease.

Cottage Site Leases: An individual or a married couple may hold only one residential cottage site lease as per IDAPA 20.03.13.020.02.

Grazing Management Plan: Update Grazing Management Plan with applicable changes.

Idaho Department of Lands Management Areas

Priest Lake Supervisory Area
4053 Cavanaugh Bay Road
Coolin, ID 83821
(208) 443-2516

Mica Supervisory Area
3258 West Industrial Loop
Coeur d'Alene, ID 83815
(208) 769-1577

St. Joe Supervisory Area
1806 Main Avenue
St. Maries, ID 83861
(208) 245-4551

Ponderosa Supervisory Area
3130 Highway 3
Deary, ID 83823
(208) 877-1121

Craig Mountain Forest Protective District
P.O. Box 68,
014 East Lorahama
Craigmont, ID 83523
(208) 924-5571

Payette Lakes Supervisory Area
555 Deinhard Lane
McCall, ID 83638
(208) 634-7125

Southwest Supervisory Area
8355 West State Street
Boise, ID 83714
(208) 334-3488

Kootenai Valley Forest Protective District
6327 Main Street
Bonners Ferry, ID 83805
(208) 267-5577

Pend Oreille Supervisory Area
2550 Highway 2 West
Sandpoint, ID 83864-7305
(208) 263-5104

Cataldo Forest Protective District
80 Hilltop Overpass Road
Kingston, ID 83839
(208) 682-4611

**Idaho Department of Lands
Coeur d'Alene Staff Office**
3284 West Industrial Loop
Coeur d'Alene, ID 83815
(208) 769-1525

**Idaho Department of Lands
Director's Office**
300 North 6th Street, Suite 103
Boise, ID 83702
(208) 334-0200

Clearwater Supervisory Area
10230 Highway 12
Orofino, ID 83544
(208) 476-4587

Maggie Creek Supervisory Area
913 Third Street
Kamiah, ID 83536
(208) 935-2141

Eastern Supervisory Area
3563 Ririe Highway
Idaho Falls, ID 83401
(208) 525-7167

Jerome Field Office
324 South 417 East, Suite 2
Jerome, ID 83338
(208) 324-2561

