



**APPLICATION & CHECKLIST FOR LEASING
RELINQUISHMENT ACT LANDS**

APPLICATION:
LESSEE _____

ADDRESS _____

Company contact for this Lessee (company Landman) _____

Broker contact representing Lessee _____
Phone: office/cell _____

Broker address _____

TERMS:
Bonus per acre being offered \$ _____

Primary term being offered _____

Rental per acre being offered:

2nd year _____

3rd year _____

4th year _____

5th year _____

Royalty being offered _____

CHECKLIST for Application:

- _____ 1. Cover letter
- _____ 2. \$100.00 processing fee per tract application
- _____ 3. Plat of lands being considered
- _____ 4. When description is not clearly defined by description on the lease or is described by deed references, copy of deed(s) with metes and bounds description of lands being leased.
- _____ 5. Draft lease form exactly as negotiated with surface owner. **DO NOT SEND ORIGINALS.**
- _____ 6. Schedule of surface owners, with percentage of interest owned by each surface owner
- _____ 7. Power of Attorney, with authority to execute oil/gas leases, **IF** lease is executed by an attorney-in-fact

CHECKLIST for Final Approval:

- _____ 1. Bonus consideration for all leases
- _____ 2. Certified copy of all executed, recorded leases
- _____ 3. \$25.00 filing fee for each certified copy

Mail to: P.O. Box 12873, Austin, TX 78711

FedEx to: 1700 N. Congress Avenue, Rm. 840, Austin, TX 78701