



## APPLICATION & CHECKLIST FOR LEASING RELINQUISHMENT ACT LANDS

### APPLICATION:

**LESSEE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

Company contact for this Lessee (company Landman)

\_\_\_\_\_

Broker contact representing Lessee \_\_\_\_\_ Phone \_\_\_\_\_

Broker address \_\_\_\_\_ Email: \_\_\_\_\_

### TERMS:

Bonus per acre being offered \$ \_\_\_\_\_

Primary term being offered \_\_\_\_\_

Rental per acre being offered:

2<sup>nd</sup> year \_\_\_\_\_

3<sup>rd</sup> year \_\_\_\_\_

4<sup>th</sup> year \_\_\_\_\_

5<sup>th</sup> 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 lease status and 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
- \_\_\_\_\_ 8. Depths worksheet on Page 2 completed
- \_\_\_\_\_ 9. Notarized Landman Statement

### 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

# CONTINUED ON PAGE 2

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