

RANKIN COUNTY SCHOOL DISTRICT - 16th SECTION LEASE REQUEST FORM

** PLEASE ALLOW THREE BUSINESS DAYS FOR ALL LEASE REQUESTS - SEE ADDITIONAL INSTRUCTIONS ON PAGE 2**

TO: Marilyn Johnson - RCSD 16TH SECTION		DATE:		
REQUESTED BY:	Firm Name & Address:		Firm Phone:	
Date Needed By:	Other Comments:			
NEW LEASE	YES / NO	New Lease Amount of Deposit \$ _____	New Lease Recording Fee \$ 40.00	LEASE TYPE: RESIDENTIAL () COMMERCIAL ()
LEASE ASSIGNMENT	YES / NO	Lease Assignment Application Fee \$ 150.00	Lease Assignment Recording Fee \$ 40.00	
MODIFIED LEASE	YES / NO	Lease Modification Application Fee \$ 150.00	Lease Modification Recording Fee \$ 40.00	Survey Fee (if applicable): \$ _____
RENEWAL LEASE	YES / NO	Lease Renewal Application Fee \$ 150.00	Lease Renewal Recording Fee \$ 40.00	Appraisal Fee (if applicable): \$ _____

SECTION - TOWNSHIP- RANGE	PARCEL NUMBER:	LEASE ADDRESS:	
ASSIGNOR(S):			E-Mail Address:
MAILING ADDRESS:			Telephone Number(s):
ASSIGNEE(S):			E-Mail Address:
MAILING ADDRESS:			Telephone Number(s):

OFFICE USE ONLY

EFFECTIVE DATE:			
Recorded Book and Page:	Modified/Renewed Book and Page:		
RENT PAID TO DATE:	PAST DUE RENT:	RENT AMOUNT:	TOTAL PROCESSING FEE(S):
Received Date:			
Closing Date:			
Date Given to Attorney:			
Approved Date:			
E-Mailed Recorded Deed:			

We require three (3) business days to process lease assignments and/or renewals

Pursuant to your request through Rankin County School District, I have attached an Assignment of Lease and/or Lease Renewal on the captioned parcel.

No changes are to be made to the attached document without the approval of this office. The only exception will be if the name of the assignee(s) is to be corrected. Please check the attached document to confirm the correct name of the assignee(s) agrees with your instructions.

Please have the assignor(s) and assignee(s) execute two (2) originals of the document and forward both of them to Rankin County School District, Attn: Marilyn Johnson, 16th Section Office, P.O. Box 1359, Brandon, MS 39043, together with a check in the sum of \$190.00 per each contract agreement (with exception of new leases) to cover the cost of the transfer and change of records. Rankin County School District office will complete the procedure, including entry of consent, recording the documents and returning to you copies of the documents with recorder's notation thereon.

NOTES: Applicant shall be solely responsible for obtaining a competent title examination of the subject property by Lessee's attorney and at Lessee's expense.

All surveys and appraisals are required to be completed by an approved Rankin County School District vendor in advance. Surveys and/or appraisals will be invoiced to Lessee if not included in the application fees.

Rent must be collected at closing if the closing is within forty-five (45) days of a rental due date.

Failure to complete the address and phone number of the Assignor(s) and/or Assignor(s) on the front page of the lease contract document will delay the recording of the documents. *The Clerks of the Chancery Courts will return the documents unrecorded requesting that the addresses and phone numbers be added and the documents re-submitted.*

Please contact Marilyn Johnson at Rankin County School District for the annual rental and other amounts due. Phone: (601) 824-5147 Address: P.O. Box 1359, Brandon, MS 39043

Remember to send TWO (2) EXECUTED COPIES of these documents to us in a FLAT envelope. PLEASE DO NOT FOLD THE DOCUMENTS.

Thank you,

Marilyn Johnson
Rankin County School District 16th Section
Phone: 601-824-5147