



SIXTEENTH SECTION LEASE REQUEST FORM

Requested by: _____ Date Needed by: _____
 Firm Name: _____ Firm Phone: _____
 Firm Street Address: _____ Firm City: _____ Firm Zip: _____
 Other Comments: _____

Section - Township - Range: _____ Parcel Number: _____
 Lease Street Address: _____ City: _____ Zip: _____

ASSIGNOR INFORMATION

Name: _____ Phone: _____
 Mailing Address: _____ City: _____ Firm Zip: _____
 Email Address: _____

ASSIGNEE INFORMATION

Name: _____ Phone: _____
 Mailing Address: _____ City: _____ Firm Zip: _____
 Email Address: _____

APPLICATION FEES

<u>Requested Lease</u>	<u>Type of Lease</u>	<u>Fees</u>
<input type="checkbox"/> New Lease <input type="checkbox"/> Lease Assignment <input type="checkbox"/> Modified Lease <input type="checkbox"/> Renewal Lease	<input type="checkbox"/> Residential Lease <input type="checkbox"/> Commercial Lease <input type="checkbox"/> H/F Lease <input type="checkbox"/> AG Lease <input type="checkbox"/> Recreational Lease	Application Fee: \$150.00 Recording Fee \$40.00 New Lease Amount: _____ Survey Fee (if applicable): _____ Appraisal Fee (if applicable): _____ TOTAL LEASE FEES PAID: _____

OFFICE USE ONLY

Effective Date: _____ Approved Date: _____ Closing Date: _____ Received Date: _____ Date Given to Attorney: _____	Modified/Renewed Book and Page: _____ Recorded Book and Page: _____ E-mailed Recorded Deed: _____
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Comments: _____

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 to Rankin County School District, Attn Maverick Harrison 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 Maverick Harrison 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,

Maverick Harrison

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