

## ASSIGNMENT OF LEASE INFORMATION PACKAGE

To process a land lease transfer of interest, the Department of Natural Resources requires the following:

- 1) The transfer document must be prepared in triplicate. It is strongly advised that you seek the assistance of a Solicitor to ensure that you complete the document in accordance with the attached prescribed form with appropriate affidavits, and that your personal interests are protected. **Due to a change in our business practices all leases with partners must be as joint tenants and not as tenants in common. A sentence reflecting this is in the Assignment of Lease.**
- 2) An assignment fee in the amount of \$171.00 (\$150.00 + \$21.00 HST) made payable to the Minister of Finance;
- 3) In the case of an Estate assignment, additional documentation is required:
  - a) A copy of the Death Certificate and a copy of the deceased person's Will (with filing or probate particulars) must accompany the assignment document of the deceased who died with a Will; or
  - b) A copy of the Death Certificate and a notarized affidavit listing all the heirs of the deceased must accompany the assignment document of the deceased who died without a Will;
- 4) Any order of appointment for the administration of the lessee's affairs/estate must accompany the assignment document;
- 5) A copy of minutes authorizing a member(s) to sign on behalf of a non-registered club must accompany the assignment document; otherwise all members must sign the assignment document;
- 6) The authorized signing officers of a corporation must sign the assignment document and provide appropriate corporate affidavit; and
- 7) Proof of payment of the annual lease rental and property taxes in the form of a photocopy of a receipt or cancelled cheque/money order will expedite the approval process.
- 8) A copy of "Schedule A", which is the legal lot description, must be included in the Assignment of Lease. The "Schedule A" is part of the Lease document. If the "Schedule A" is needed, please contact a leasing officer at 1-888-312-5600.

Once completed, the above documentation is to be forwarded for processing to:

Department of Natural Resources  
Crown Lands Branch, Land Ownership Section  
P.O. Box 6000, Fredericton, NB E3B 5H1

- 9) Once the Assignment of Lease package is completed, Service New Brunswick requires that Assignment of Leases be registered. For this reason, we require that, in order to conform to registration requirements, all legal documents have margins set at 1½" at the top and 1½" at the left-hand side.

## ASSIGNMENT OF LEASE CHECK LIST

*Before sending your Assignment of Lease documents,  
please ensure that you have included the following:*

<input type="checkbox"/>	The Assignment of Lease administrative fee payment of <b>\$171.00</b> , made payable to the Minister of Finance, is enclosed.
<input type="checkbox"/>	Provide <b>two (2)</b> original copies of the Assignment of Lease document.
<input type="checkbox"/>	Attach "Schedule A", if indicated, <i>or</i> provide the legal lot description in the Assignment of Lease document.
<input type="checkbox"/>	Ensure that proper affidavits are completed and enclosed with the Assignment of Lease document. The witness must be an adult of the full age of nineteen years.
<input type="checkbox"/>	The property tax and annual lease rental are <u>paid in full</u> . If available, attach a photocopy of the proof of payment.
<input type="checkbox"/>	Assignment of Lease Information form is completed and enclosed. Information on <b>all partners</b> , including telephone number(s), has been indicated.
<input type="checkbox"/>	<b>Estate Assignments</b> require a copy of the Death Certificate <b>and either</b> a copy of the deceased's will (if any) or a notarized affidavit listing all the heirs of the deceased.

**Once completed, please forward all documents to:**

**Department of Natural Resources  
Crown Lands Branch, Land Ownership Section  
P.O. Box 6000, Fredericton, NB E3B 5H1**

# ASSIGNMENT OF LEASE INFORMATION/ INFORMATION SUR LA CESSION DE BAIL

Please provide the following information for all partners.

Veillez fournir les renseignements suivants pour tous les partenaires.

File No. / N/Réf : \_\_\_\_\_

**ALL CORRESPONDENCE WILL BE FORWARDED TO THIS ASSIGNEE.  
TOUTE CORRESPONDANCE SERA ENVOYÉE À CE CESSIONNAIRE.**

NAME/NOM: _____ ADDRESS/ADRESSE: _____ POSTAL CODE/CODE POSTALE: _____	PHONE/TÉLÉPHONE (HOME/RÉSIDENCE): _____ (BUSINESS/TRAVAIL): _____ OCCUPATION: _____
NAME/NOM: _____ ADDRESS/ADRESSE: _____ POSTAL CODE/CODE POSTALE: _____	PHONE/TÉLÉPHONE (HOME/RÉSIDENCE): _____ (BUSINESS/TRAVAIL): _____ OCCUPATION: _____
NAME/NOM: _____ ADDRESS/ADRESSE: _____ POSTAL CODE/CODE POSTALE: _____	PHONE/TÉLÉPHONE (HOME/RÉSIDENCE): _____ (BUSINESS/TRAVAIL): _____ OCCUPATION: _____
NAME/NOM: _____ ADDRESS/ADRESSE: _____ POSTAL CODE/CODE POSTALE: _____	PHONE/TÉLÉPHONE (HOME/RÉSIDENCE): _____ (BUSINESS/TRAVAIL): _____ OCCUPATION: _____
NAME/NOM: _____ ADDRESS/ADRESSE: _____ POSTAL CODE/CODE POSTALE: _____	PHONE/TÉLÉPHONE (HOME/RÉSIDENCE): _____ (BUSINESS/TRAVAIL): _____ OCCUPATION: _____

**Language preference/ Langue préférée :**  English/Anglais  French/Français

**Partners must be at least 19 years of age or older.  
Tous les partenaires doivent être âgés de 19 ans et plus.**

**Signature :** \_\_\_\_\_

## UNINCORPORATED GROUP

The Department of Natural Resources does not wish to lease Crown Lands to Unincorporated groups unless the names of all partners appear on lease documents.

If more than one person wishes to be in a Crown Lands campsite lease, they must be as Joint Tenants and not as Tenants in Common.

### **Joint Tenants:**

The interests of a deceased partner would devolve to the surviving partner or partners and not to the normal heirs of a deceased person.

## GROUPE NON-ENREGISTRÉ

Le ministère des Ressources naturelles n'a pas l'intention d'autoriser la location à bail des terres de la Couronne aux groupes non-enregistrés à moins que les noms de tous les associés paraissent sur la documentation.

Si plus qu'une personne désire être dans un bail d'emplacement de camp sur les terres de la Couronne, elles doivent être comme propriétaires conjoints et non comme propriétaires en commun.

### **Propriétaires conjoints :**

Lorsque l'un des associés décède, son droit passe aux associés survivants et non pas à ses héritiers légaux.

**Please attach this form to your Assignment of Lease documents/  
Veillez joindre ce formulaire à vos documents de cession de bail**





***AFFIDAVIT FOR NOTARY PUBLIC***

PROVINCE OF

COUNTY OF

BE IT REMEMBERED that before me a Notary Public for the Province of \_\_\_\_\_ by royal authority duly appointed, commissioned and sworn residing and practising in the \_\_\_\_\_ of \_\_\_\_\_, in the County of \_\_\_\_\_ and Province of \_\_\_\_\_, personally came and appeared before me, \_\_\_\_\_, of the \_\_\_\_\_ of \_\_\_\_\_, in the Province of \_\_\_\_\_, who acknowledged that he/she/they did sign, seal, execute and deliver the foregoing Assignment of Lease as and for his/her/their act and deed to and for the uses and purposes expressed and contained therein.

IN FAITH AND TESTIMONY WHEREOF, I, \_\_\_\_\_, the said Notary Public, have hereunto set my hand and affixed my Notarial Seal the day of \_\_\_\_\_, 20 .

---

A NOTARY PUBLIC IN AND FOR  
THE PROVINCE OF

SAMPLE