

Filling out the Bid Application Form

This guide follows the blanks on the **Bid Application** Form from top to bottom.

OGRID No. Enter your OGRID number here. If you do not have one, contact Paulette Lucero at 505-827-5714 or Jerome Maestas at 505-827-5783.

Name of legal entity or personal name – This is the name in which the lease will be issued; it will be the lessee of record. This can be the name of a company or of an individual.

Mailing address – This is the address of the potential leaseholder.

The following five blanks require information that you find in the SLO monthly Oil and Gas Lease Sale Notice. The information describes the tract on which you are bidding: the name of the county in which it lies, the tract number in the sale, the legal land description, whether it is in the regular sale or a special sale, and how many acres the tract contains.

The amount of dollars that you enter in the next blank is your bid. Notice that your first year's rental is included in your bid. Your bid on a 320-acre tract may be \$10,000; if the rental rate on that tract is \$1/acre, we will apply \$320 of your \$10,000 to the first year's rental.

The amount of dollars that you enter in the "Total remittance" blank is your bid PLUS the \$30.00 application fee. In the above example, you would remit \$10,030.

Name of applicant or agent – This blank is for the printed name of either the applicant or the agent of the applicant.

Signature – The form must be signed in the presence of a notary public. The signature here is of the person named in the previous, "printed name" blank.

Acknowledgment section – Your notary public will complete the remainder of the form.

Remember that the bid application and your remittance must be in the Accounting office of the State Land Office in Santa Fe before 9:30 a.m. the morning of the oil and gas lease sale.