



Stephanie Garcia Richard, State Land Commissioner
State of New Mexico

INSTRUCTIONS FOR COMPLETION OF ASSIGNMENTS (FULL & PARTIAL ASSIGNMENTS)

The S-37 Assignment of Agricultural Lease form is to be used whether part or the entire Agricultural Lease is to be assigned. This form requires the notarized signatures of both the Lessee(s) and Purchaser(s).

1. Name, mailing address and telephone number of Purchaser(s) shall be given on the first two lines of the form. If there is more than one Purchaser, the conjunction "or" will not be accepted.

Example: John Smith and Kate Smith (correct)
 John Smith or Kate Smith (incorrect)
2. Enter Agricultural Lease number in the space provided in the first paragraph.
3. Lessee(s) and Purchaser(s) shall sign and date the form before a Notary Public. Purchaser(s) signatures must be the same as the way the name(s) read on the first line of the form. **The Notary Public must print the names of the Lessee(s) and Purchaser(s) acknowledged.**
4. Purchaser(s) (reverse side) shall answer the two questions concerning irrigation and subleasing.
5. Please do not sign or write on lines that are provided for the Commissioner's signature or date.
6. The legal description of the acreage being assigned shall be given on the front side of the form. The description shall include subdivisions, Sections, Townships, Ranges and acreage amounts. **The total acreage amount being assigned should be given.**
7. Two originally signed and notarized forms should be submitted to the State Land Office (address below) for the Commissioner's approval. **The assignment is not effective until the Commissioner approves the transfer.**
8. The **\$100.00 assignment fee** should be sent along with the fully completed assignment. The check should be made payable to **Commissioner of Public Lands**. Please include the Agricultural Lease number on the check and on all supporting documentation. **When you provide a check as payment, you authorize the State of New Mexico to either use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.*
9. Lease assignment applications being assigned in the name of a trust must be accompanied by a copy of the Trust Agreement and a \$10.00 filing fee.
10. If the lease has a Collateral Assignment, the lien must either be released by the lending institution and approved by the Commissioner of Public Lands (S-50 form and a \$50.00 filing fee) or assumed by the purchaser (S-60 form) before the assignment will be processed.
11. S-37 Assignment of Agricultural Lease forms that are revised or altered will not be processed.

If you have any questions, please feel free to contact Fernando Roybal at (505)-476-0218 or David Gallegos at (505)-827-5770 with the Agricultural Leasing Bureau.

**COMMISSIONER OF PUBLIC LANDS
P.O. BOX 1148
SANTA FE, NM 87504**