

NEW MEXICO STATE LAND OFFICE
MISCELLANEOUS INSTRUMENT FILING

Filed by _____

Filer's Mailing Address _____

Grantor Name(s) _____

Grantor's Mailing Address _____

Grantee Name(s) _____

Grantee's Address _____

Instrument Type (attached hereto)

Please check one of the following, accepted types:

- Name Change/Merger/Conversion (Secretary of State)**
- Probate Documents/ Documents Supporting Transfer upon Death (must be certified)**
 - Filed in _____ County, New Mexico
- Corporate Dissolution**

IMPORTANT INFORMATION

Name Change/Merger/Conversion (Secretary of State) documents filed with NMSLO will be accepted to effectuate the change of the Record Title Lease's Name. The filing of Probate/Transfer upon death documents and Corporate Dissolutions alone will not alter the name(s) of any Oil and Gas Record Title Lessee and to change the name on any State Oil and Gas Lease, a NMSLO Record Title Assignment of Oil and Gas Lease Form, shall be filed with our office; this form will not be accepted and filed without the approval of the Commissioner of Public Lands. A separate assignment form shall be filed for each lease; NMSLO will accept blanket assignment filings.

INSTRUCTIONS

1. **FILING OF MISCELLANEOUS INSTRUMENTS:** Instruments shall be filed in triplicate, and shall include complete mailing addresses. If accepted, this form will be filed as a Public Record, and will provide notice to the public of the existence and contents of the document filed. If accepted, the filed instrument will be identified by NMSLO's book and page number where filed ("the recordation number").
2. **EXHIBITS:** A list of lease(s) affected by the Miscellaneous Instrument may be attached.
3. **MISCELLANEOUS INSTRUMENTS ARE NOT APPROVED BY THE COMMISSIONER:** Please note that filing a Miscellaneous Instrument does not require, and will not receive, the approval of the Commissioner of Public Lands, per 19.2.100.43 NMAC.
4. **RECORDING FEE:** The recording fee for a Name Change/Merger/Conversion is \$150.00 for each associated lease(s) listed on an exhibit. The recording fee for any other acceptable Miscellaneous Instrument type is \$50 for each associated lease(s) listed on an exhibit.
5. **ACCEPTANCE OR REJECTION OF MISCELLANEOUS INSTRUMENTS:** The New Mexico State Land Office may accept this instrument for filing, in accordance with 19.2.100.43 NMAC. Instruments may be rejected for the following reasons:
 - a. The lease(s) or lease assignment listed on the exhibit has been terminated.
 - b. The legal land description does not match the lease(s) or assignment(s) listed.
 - c. Insufficient or nonpayment of filing fees.
 - d. The type of instrument submitted is not one of the three types listed above (which are the only types that will be accepted).
6. **FILING IN LEASE AND GRANTOR FILES:** If accepted, NMSLO will place a Miscellaneous Instrument Record Sheet showing the recordation number of the Miscellaneous Instrument in each lease(s) file(s) on the exhibit for cross-indexing. NMSLO will file this form and the original Miscellaneous Instrument in the Grantor file.
7. **PERSONAL CHECKS:** If Recording Fees are paid by personal check, the Commissioner of Public Lands reserves the right to withhold filing until the check has cleared.
8. **RETURN OF ACCEPTED FORM:** If this form is accepted for filing, NMSLO will mail copies to the Filer, Grantor and Grantee showing the recordation number of the Miscellaneous Instrument.
9. **COMMUNICATIONS:** All official business, letters and communications shall be addressed directly to the Commissioner of Public Lands, Oil, Gas, and Minerals Division.
10. **PAYMENT:** Make all payments for Recording Fees to:

COMMISSIONER OF PUBLIC LANDS
P.O. Box 1148
Santa Fe, NM 87504-1148