



## Commercial Resources Division Rights-of-Way Assignment Requirements

1. Cover letter: Identify to whom all correspondence should be directed.
2. Completed assignment duly signed and notarized by both assignor and assignee. Signatures must be original. Multiple originals may be submitted, the recommended number is three.
3. Assignor listed on the form must be the current lessee of record in the State Land Office records.
4. One form must be submitted per right-of-way lease to be assigned. Attachments or exhibits are no longer allowed.
5. Assignment fees must be submitted with the forms for processing. The full assignment fee is \$100.00 per right-of-way lease. The interest-only Partial Assignment fee is \$75.00 per right-of-way lease.
6. Assignee must have required bonding in place for the right-of-way to be processed.
7. Damage Bond Requirements:
  1. \$500.00 single right-of-way lease coverage for all rights-of-way leases except for produced/treated water pipelines.
  2. \$2,500.00 blanket coverage for rights-of-way leases except for produced/treated water pipelines.
  3. \$25,000.00 single-use reclamation bond for produced/treated water pipeline.
  4. \$250,000.00 blanket reclamation bond for produced/treated water pipelines.

Partial assignments transferring 100% of an asset are no longer accepted. The assignee in these situations will be required to apply for a new right of way.

The processing time for complete assignments submitted is 30 days. Incomplete assignments will be rejected and will need to resubmit the assignment forms and associated fees.

Questions regarding the assignment process, or to verify the current lessee of record may be directed to Patricia Esquibel at 505-827-5734 or [pesquibel@slo.state.nm.us](mailto:pesquibel@slo.state.nm.us).