

## 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. to obtain a new OGRID please contact Veronica Gallegos at (505)476-4538 or [vgonzales@nmslo.gov](mailto:vgonzales@nmslo.gov)

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 to be recorded exactly as you find in the SLO monthly Oil and Gas Lease Sale Notice. The information includes the tract number in the sale, the name of the county in which it lies, the legal land description describing the tract on which you are bidding, whether it is a regular sale or special sale, and how many acres the tract contains. Note that some of the portions are already filled in, to give you a guide to proper annotation.

EXAMPLE: 001      S12 T13S R28E  
                 Sealed: V0-001      Description W2NW4, SE4NW4, SW4

Notice the V0 –type lines are different for sealed and oral bids.

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 \$100.00 application fee. In the above example, you would remit \$10,100.

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 before 9:30 a.m. the day of the oil and gas lease sale.

**NEW MEXICO STATE LAND OFFICE**  
BID APPLICATION  
FOR A STATE OF NEW MEXICO OIL AND GAS LEASE

OGRID No. \_\_\_\_\_

TO: Commissioner of Public Lands  
P.O. Box 1148  
Santa Fe, New Mexico 87504-1148

\_\_\_\_\_  
( **Please print** the name of the legal entity, or, if applying as an individual, the personal name. )

whose address is \_\_\_\_\_,  
( mailing address ) ( city ) ( state ) ( zip code )

a corporation qualified to do business in New Mexico, OR a citizen (or eligible to become a citizen) of the United States, over the age of twenty-one years hereby makes application for an oil and gas lease for the exploration, development and production of oil and natural gas thereon, upon the following described

land situated in the County of \_\_\_\_\_, State of New Mexico, to-wit:

TRACT NUMBER

LAND DESCRIPTION

REGULAR SALE

SPECIAL SALE

0 \_\_\_\_\_

S \_\_\_\_\_ T \_\_\_\_\_ R \_\_\_\_\_

☐☐

Sealed: \_\_\_\_\_ - 0 \_\_\_\_\_

Description \_\_\_\_\_

Oral: \_\_\_\_\_ - 0 - 0 \_\_\_\_\_

containing \_\_\_\_\_ acres, more or less.

Tendered herewith as bonus and first year's rental thereon is the sum of \$ \_\_\_\_\_, plus an application fee of **\$100.00**  
( a ) ( b )

Total remittance sum of ( a ) and ( b ).....\$ \_\_\_\_\_.

I, \_\_\_\_\_  
( **Please print** name of applicant or of attorney in fact / authorized agent.)

do solemnly swear that every statement made in this application is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
(Signature of individual or of attorney in fact / authorized agent)

**Acknowledgment in an Individual Capacity:**

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) SS)

This instrument was acknowledged before me on \_\_\_\_\_  
Date

By \_\_\_\_\_  
Name of Person

(Seal)

\_\_\_\_\_  
Signature of Notarial Officer

My commission expires: \_\_\_\_\_

**Acknowledgment in a Representative Capacity:**

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) SS)

This instrument was acknowledged before me on \_\_\_\_\_  
Date

By \_\_\_\_\_  
Name(s) of Person(s)

as \_\_\_\_\_ of \_\_\_\_\_  
Type of authority; e.g., officer, trustee, etc. Name of party on behalf of whom instrument was executed

( Seal )

\_\_\_\_\_  
Signature of Notarial Officer

My commission expires: \_\_\_\_\_