

# Assignment of Lease Instructions

## **Purpose:**

To facilitate the legal transfer of park land dispositions including leases and permits to another party when the existing disposition holder wishes to sell the improvements located on the land. All requirements of the disposition must be complete before an assignment can be approved.

## **Who Completes:**

The Assignor (seller)  
The Assignee (purchaser)

## **Who can Witness:**

1. Anyone 18 years of age or older and who is not party to the agreement can witness a signature.
2. The Affidavit of Execution must be completed and signed in the presence of a Justice of the Peace, Notary Public or Commissioner for Oaths for Saskatchewan who is not party to the agreement.

## **Completion Notes:**

1. **Assignment of Lease Application** – Application must be completed by both the seller and purchaser. Applications not completed in full will be returned for completion.
2. **Request for Lease Transfer** – Purchaser(s) completes and must provide a copy of the offer to purchase or sale agreement as appendix A.
3. **Consent to Mortgage** – If applicable, a letter of discharge from previous lending institution is required prior to approval and of the assignment of lease.
4. **Associated Permits (Dock/Boat Lift)** – If applicable the current lease holder must surrender all associated permits. In the event the purchaser wishes to maintain the associated improvements then a new application must be submitted to the park office and approved.
5. **Lease Fees** – Applicant must ensure all fees and levies are up to date. Payments may be made in person at your local provincial park office, for payment by Visa or MasterCard please call 1-800-667-5477. Payment by cheque or money order please forward to: The Ministry of Environment, PO Box 1064, REGINA SK S4P 3B2 (payable to: Minister of Finance).
6. **Application Fee** – Fee of \$100.00 is payable to the Minister of Finance and must be submitted with the application.

## **Upon Submission:**

Once all of the steps are complete, applicant may then submit all of the required documents indicated to **Ministry of Parks, Culture and Sport, Business Development & Leasing, 2<sup>nd</sup> Floor, 3211 Albert Street, Regina SK S4S 5W6**. Please allow a minimum 2 - 3 weeks for processing.

Once the Assignment of Lease Application and Lease Transfer has been approved and endorsed by the Ministry of Parks, Culture and Sport, the Assignment of Lease application and a copy of the Commercial Lease Agreement will be forwarded to the lessee or representing lawyer.