

LEASE ASSIGNMENT APPLICATION PROVINCIAL PARK COTTAGE SUBDIVISIONS

Revised: 04/26

Page 1 of 5

Some of the information required on this form is personal information within the meaning of ***The Freedom of Information and Protection of Privacy Act***. This information is required for the purpose of distinguishing between individuals with similar names and to assist the Government of Saskatchewan in compliance or locating person(s). In addition, provision of the sale price and estimated value of improvements are mandatory to assist in determining Park land market values, assessments and rental rates.

See: Lease Assignment Application Instruction Sheet for Information on Assignments and for completion of ***The Homesteads Act, 1989*** forms.

Please complete in full and submit in duplicate; incomplete forms will be returned.

Property Number _____ Land Description: Lot _____ Block _____ Plan _____ Subdivision _____ Park _____
OR
Non-surveyed Land Description (Lac la Ronge) ("the said land"): Lat _____ Long _____

CURRENT LEASE HOLDER(S)

Full Name(s) as it/they appear on the lease:

(First) (Middle) (Last)

(First) (Middle) (Last)

Mailing Address _____

City _____ Province _____ Postal Code _____

Phone Number _____ Email _____

Associated Permits (dock, boat lift, etc.)

Current lease holder must surrender all permits (eg: dock, boat lifts, etc.) associated with the lease. In the event the purchaser wishes to obtain new permits then a new application must be submitted separately to the park office for approval. **Please check one of the following:**

☐

I/we do not hold any permits associated with this lease.

☐

I/we hold other permits associated with this lease (e.g. dock, boat lift etc.) that are hereby surrendered.

Permit # _____ Permit # _____

Name on permits (if different than current leaseholder name) _____

Signature _____

Circumstances related to the assignment: Provisions of the sale price and estimated value of improvements are mandatory to assist in determine Park land market values, assessments and lease rates.

1. Is this a transfer of convenience (to correct the lease ownership, create a joint or common tenancy, etc.)? ☐ Yes ☐ No

2. Is this a sale between immediate family members? ☐ Yes ☐ No

3. Is any personal property (furniture/equipment) included in the sale price? ☐ Yes ☐ No

a. If so, type of property and the value _____

4. Total sale Price: \$ _____

5. Estimated Value of Building Improvements: \$ _____

Current Lease Holder Signature:

-to be signed by the current lease holder(s) in front of a witness

I/We, the current lease holder (s), in consideration of the purchase price paid by the Purchaser (s), hereby grant, transfer, assign and set over all estate, right, title and interest whatsoever in and to the above described land unto the Purchaser(s) or the Purchaser's heirs or assigns.

- I acknowledge that completion of this form is a **REQUEST** to transfer a Provincial Park Land Lease to a different party and I remain responsible for all leases and/or permits involved until the date that this transfer is authorized, including lease fees.

Signed this _____ day of _____, 20____.

Current Lease Holder _____ Witness* _____

Current Lease Holder _____ Witness* _____

Property Number _____

Lot _____ Block _____ Plan _____ Subdivision _____ Park _____

Page 2 of 5

Affidavit of Execution - one Affidavit to be completed by each witness

I, _____ of the _____ of _____,
In the Province of _____, make oath and say:

1. That I was personally present and did see _____, named in the above Assignment who is personally known to me to be the person(s) named therein, duly sign and execute the same for the purposes named therein;
2. That the same was executed at the _____ of _____ in the Province of _____ and He/she/each is/are in my belief eighteen years of age or more.

Witness Signature

Sworn before me at _____ in the Province of _____
this _____ day of _____,
20____.

A Justice of the Peace, Notary
Public or Commissioner for Oaths
In and for the Province of Saskatchewan

My appointment expires _____ (Seal)

Affidavit of Execution - one Affidavit to be completed by each witness

I, _____ of the _____ of _____,
In the Province of _____, make oath and say:

1. That I was personally present and did see _____, named in the above Assignment who is personally known to me to be the person(s) named therein, duly sign and execute the same for the purposes named therein;
2. That the same was executed at the _____ of _____ in the Province of _____ and He/she/each is/are in my belief eighteen years of age or more.

Witness Signature

Sworn before me at _____ in the Province of _____
this _____ day of _____,
20____.

A Justice of the Peace, Notary
Public or Commissioner for Oaths
In and for the Province of Saskatchewan

My appointment expires _____ (Seal)

Form D of *The Homesteads Act, 1989* (subsection 8(1)): Affidavit

~only to be completed by the **Current Lease Holder** when homestead rights are not applicable. Homestead rights may not be applicable for a number of reasons: the property was never used as a family home, the current lease holder has no spouse, the lease is in both names, the homestead rights have been handled pursuant to *The Matrimonial Property Act.*, or the property is being assigned to the spouse. The Primary Disposition Holder and Co-holder must fill out Form D.

I, _____, of _____, make oath and say that:

1. I am the current lease holder or _____ (state capacity in which person acts on behalf of the owner, eg. agent acting under Power of Attorney)

Circle the CORRECT response(s):

2. My spouse and I (or The current lease holder and his or her spouse) have not occupied the Land described in this Assignment as our (or their) homestead at any time during our (or their) spousal relationship. **~or~**
2. I have (or The current lease holder has) no spouse. **~or~**
2. My spouse (or The spouse of the current lease holder) or is a registered owner of the land that is the subject matter of this Assignment and a co-signature of this Assignment. **~or~**
2. My spouse and I (or The current lease holder and his or her spouse) have entered into an interspousal agreement pursuant to *The Family Property Act* in which my spouse (or his or her spouse) has specifically released all his or her homestead rights in the land that is the subject matter of this Assignment. **~or~**
2. An order has been made by the Court of King's Bench pursuant to *The Family Property Act* declaring that my spouse (or the spouse of the) has no homestead rights in the land that is the subject matter of this Assignment and (the order has not been appealed and the time for appealing has expired) or (all aspects from the order have been disposed of or discontinued). **~or~**
2. My spouse (or The spouse of the current lease holder) is the purchaser named in this Assignment.

Sworn before me at _____ in the Province of _____
this _____ day of _____, 20____.

A Justice of the Peace, Notary Public or Commissioner for Oaths
In and for the Province of Saskatchewan

My appointment expires _____ (Seal)

Current Lease Holder

Current Lease Holder

Property Number _____

Lot _____ Block _____ Plan _____ Subdivision _____ Park _____

Page 3 of 5

Form F of *The Homesteads Act, 1989* (subsection 19(4)): Affidavit of Personal Representative

~ only to be completed in the case of the death of the disposition holder

I, _____, of _____, make oath and say that:

1. I am the executor of the last will and testament (or the administrator of the estate, or as the case may be) of _____, deceased, and as such a signatory to the above/attached assignment; **and**

Circle the CORRECT response(s):

2. No part of the land described in this assignment was occupied by the said _____, deceased, and his or her spouse as their homestead at any time during their spousal relationship. **~or~**

2. The said _____, deceased, had no spouse at the time of his or her death. **~or~**

2. The said _____, deceased, had a spouse at the time of his or her death but the said spouse died prior to the time of the execution of this Assignment. **~or~**

2. The land described in this assignment was occupied by the said _____, deceased, and his or her spouse as their homestead during their spousal relationship, but no part of the land is in the use and enjoyment of the surviving non-owning spouse of the said deceased, and the land is not necessary for the maintenance and support of the surviving non-owning spouse or any children of the said deceased. **~or~**

2. The said _____, deceased, and his or her spouse had entered into an interspousal agreement pursuant to *The Family Property Act* in which the non-owning spouse specifically released all his or her homestead rights in the land that is the subject matter of this assignment. **~or~**

2. An order has been made by the Court of King's Bench pursuant to *The Family Property Act* declaring that the spouse of the said _____, deceased, has no homestead rights in the land that is the subject matter of this assignment and (the order has not been appealed and the time for appealing has expired) or (all appeals from the order have been disposed of or discontinued). **~or~**

2. I am (or _____, an executor of the last will and testament or administrator of the estate of _____, deceased) the surviving non-owning spouse of the said _____, deceased. **~or~**

2. The surviving non-owning spouse of the said _____, deceased, is the current lease holder named in this assignment.

Sworn before me at _____ in the Province of _____
_____ this _____ day of _____, 20____.

A Justice of the Peace, Notary Public or Commissioner for Oaths
In and for the Province of Saskatchewan

My appointment expires _____

(Seal)

Signature _____

NOTE: Forms C and E are not required for an Assignment of Park Land Disposition and have not been included.

Form A of *The Homesteads Act, 1989* (section 6): Consent of Non-Owning Spouse

~only to be completed when the Land was used by both spouses as the family home at any time during their spousal relationship; also sees Form B

I, non-owning spouse of _____, consent to the above/attached assignment. I declare that I have signed this consent for the purpose of relinquishing all my homestead rights in the property described in the above/attached assignment in favour of His Majesty the King in Right of Saskatchewan to the extent necessary to give effect to this assignment.

Signature of Non-Owning Spouse _____

Form B of *The Homesteads Act, 1989* (subsection 7(3)): Certificate of Acknowledgment

~only to be completed by a Judge, Justice of the Peace, Solicitor or Notary Public at the time Form A: Consent of Non-Owning spouse is completed

I, _____, _____ (capacity), certify that I have examined _____, non-owning spouse of _____, the owning spouse in the above/attached assignment, separate and apart from the owning spouse. The non-owning spouse acknowledged to me that he or she:

a) signed the consent to the assignment of his or her own free will and consent and without any compulsion on the part of the owning spouse;
and

b) understands his or her rights in the homestead.

I further certify that I have not, nor has any employer, partner or clerk, prepared the above/attached assignment and that I am not, nor is my employer, partner or clerk otherwise interested in the transaction involved.

Signature _____

Property Number _____

Lot _____ Block _____ Plan _____ Subdivision _____ Park _____

Page 4 of 5

A maximum of two individuals may be named on a disposition. Recreational dispositions cannot be assigned to a corporation.

PURCHASER (proposed new lease holder) Correspondence will only be directed to this address:

Full Name:

(First) (Middle) (Last)

Mailing Address _____

City _____

Province _____ Postal Code _____

Home Phone Number _____

Cell Phone Number _____

Fax _____

Email _____

CO-PURCHASER : (proposed new lease holder) if applicable:

Full Name:

(First) (Middle) (Last)

Mailing Address _____

City _____

Province _____ Postal Code _____

Home Phone Number _____

Cell Phone Number _____

Fax _____

Email _____

Purchaser, please check on of the following in each category:

1. Type of residence: see instructions

2. If Lease is to be held in two names: see instructions

3. I prefer to receive electronic invoices/statements and correspondence regarding this property:

☐ Permanent Residence

☐ Joint Tenants

☐ Agree

☐ Seasonal Residence

☐ Tenants-in-common (default)

Disagree

Required Attachments:

1. Lease Document: Please attach the original Provincial Park Land Lease document currently in effect. If you cannot locate this disposition, you must complete a Statutory Declaration for Lost Lease.

Original lease document attached ☐ Yes ☐ No

☐ If no: application for Statutory Declaration for Lost Lease

2. Outstanding lease fees: Note: All lease fees must be paid up to date or application will be rejected.

3. Foreshore shoreland use permit application: In the event the purchaser wishes to maintain the associated improvements (eg: dock, lift) then an application must be submitted to the park office and approved and attached with the lease assignment application.

Purchaser Signature:

-to be signed by the Purchaser(s) in front of a witness.

I/We, the Purchaser(s), in consideration of the Ministry of Parks, Culture and Sport (PCS) consenting to this lease transfer hereby:

- agree to observe and perform all conditions pertaining to the assigned disposition(s) and;
- acknowledge to have examined the condition and location of improvements on the Land and releases Ministry of Parks, Culture and Sport from any and all liability relating to the condition and location of improvements. Ministry of Parks, Culture and Sport reserves the right to enforce any breaches of the assigned disposition(s), which may include relocation of improvements that may have been developed outside the lot/parcel boundaries or the removal of any unauthorized improvements.

Signed this _____ day of _____, 20_____.

Purchaser _____ Witness* _____

Purchaser _____ Witness* _____

Property Number _____

Lot _____ Block _____ Plan _____ Subdivision _____ Park _____

Page 5 of 5

Affidavit of Execution

-one Affidavit to be completed by each witness

I, _____ of the _____ of _____,
In the Province of _____, make oath and say:

1. That I was personally present and did see _____, named in the above Assignment who is personally known to me to be the person(s) named therein, duly sign and execute the same for the purposes named therein;
2. That the same was executed at the _____ of _____ in the Province of _____ and He/she/each is/are in my belief eighteen years of age or more.

Witness Signature

Sworn before me at _____ in the Province of _____
this _____ day of _____,
20 _____.

A Justice of the Peace, Notary
Public or Commissioner for Oaths
In and for the Province of Saskatchewan

My appointment expires _____ (Seal)

Affidavit of Execution

-one Affidavit to be completed by each witness

I, _____ of the _____ of _____,
In the Province of _____, make oath and say:

1. That I was personally present and did see _____, named in the above Assignment who is personally known to me to be the person(s) named therein, duly sign and execute the same for the purposes named therein;
2. That the same was executed at the _____ of _____ in the Province of _____ and He/she/each is/are in my belief eighteen years of age or more.

Witness Signature

Sworn before me at _____ in the Province of _____
this _____ day of _____,
20 _____.

A Justice of the Peace, Notary
Public or Commissioner for Oaths
In and for the Province of Saskatchewan

My appointment expires _____ (Seal)

FOR MINISTRY USE ONLY

This certifies that this assignment is
Approved and registered within the
Ministry of PCS this _____ Day of

_____, 20 _____

Registration No. _____

Parks Service

**LEASE ASSIGNMENT APPLICATION CHECKLIST
PROVINCIAL PARK COTTAGE SUBDIVISIONS**

Page 1 of 2

The following steps must be completed when submitting a Lease Assignment Application package to: Ministry of Environment, Southern Support Services, 3rd Floor, 3211 Albert Street, Regina SK S4S 5W6. Lac La Ronge Provincial Park lessees please submit to Northern Support Services, #319 - 800 Central Avenue, McIntosh Mall, Prince Albert SK S6V 6Z2.

The Lease Assignment Application is to be completed by two parties wishing to negotiate a sell/buy transaction for improvement(s) on park land. An existing land lease or permit must be assigned to the proposed new lessee before a transaction may be finalized. To obtain the required forms/information, please go to:

<https://saskparks.tourismsaskatchewan.com/cottage-owners/applications-forms-policies>.

Step One: Provincial Park Official will submit to Support Services once complete & approved. Step one may take considerable time if non-compliance issues have been identified.

1. ☐ **REAL PROPERTY REPORT (RPR)** – Applicant must obtain and provide the provincial park official with a RPR. A RPR is a legal document prepared by a registered Saskatchewan Land Surveyor that clearly illustrates above ground structures in relation to property boundaries. The document consists of a plan showing the physical improvements with dimensions to boundaries and a written report outlining the details of the property. *Note: A RPR is not required when removing a name from a lease.*

☐ **METES AND BOUNDS SURVEY (Lac La Ronge Provincial Park)** – Applicant must contact the Park Manager who will arrange for a metes and bounds survey to be conducted. A Metes and Bounds Survey is a mechanism which identifies the limits or boundaries of property as marked by natural features or man-made structures. A method of describing the territorial limits of property by means of measuring distances and angles from designated landmarks and in relation to adjoining properties.

2. ☐ **ASSIGNMENT FEE** – Fee of \$200 is payable to the Minister of Finance **with application submission**.

3. ☐ **SITE INSPECTION REQUEST** – Once the RPR has been provided to the park official the applicant may request the park official to conduct a site inspection on their property. The park official will then conduct a site inspection which may require access to outbuildings and notify the lessee of any non-compliance issues (encroachment/ trespass/etc) identified. Lessee must resolve any outstanding issues before moving forward in the assignment process.

Note: Once the site inspection has been approved, the provincial park official will submit the RPR and approved site inspection directly to Support Services. Please proceed with Step 2.

Step Two: Applicant must submit to the Support Services.

1. ☐ **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 1-800-798-0066. Payment by cheque or money order please forward to: The Ministry of Environment, PO Box 650 Stn Main, REGINA SK S4P 3A3 (payable to: Minister of Finance). Please quote your property number, customer number and invoice number located on your invoice when making a payment.
2. ☐ **LEASE ASSIGNMENT APPLICATION SUBMISSION** – Application must be completed in **FULL** and in **DUPLICATE**. Applications not completed in full will be returned for completion.
3. ☐ **LEASE AGREEMENT** – Applicant must submit the park land disposition currently in force, if the original cannot be located, a Statutory Declaration for a Lost Lease must be completed and submitted. Fee is \$100 for this process (payable to: **Minister of Finance and included with the submission of the document**).
4. ☐ **ASSOCIATED PERMITS (DOCK/BOAT LIFT/ETC)** – The current lease holder must surrender all associated permits (eg. dock, boat lift). In the event the purchaser wishes to maintain the associated improvements then a new application must be submitted to the park office and approved. (See foreshore shoreland use permit application under associated documents).

**LEASE ASSIGNMENT APPLICATION CHECKLIST
PROVINCIAL PARK COTTAGE SUBDIVISIONS**

Page 2 of 2

Once **Step 1** has been completed & approved, applicant may then submit all of the required documents indicated in **Step 2** to Support Services for processing and registration of your Lease. Please allow a minimum 3-4 weeks for processing. A copy of the submitted documents will be returned once the assignment has been registered within the Ministry of Parks, Culture and Sport.

Further steps applicable for any of the following transactions with regard to a provincial park land lease:

Note: *A provincial park land lease may contain a maximum two names upon registration.*

☐ **Request for Assignment of Lease (Estate)**

Step one and two must be completed and submitted to Support Services. In addition, please include notarized copies of Letters of Administration or Letters Probate and a copy of the WILL. If the estate was not probated, there are no Letters of Administration or WILL, a notarized copy of the vital statistics death certificate or an original or notarized original Funeral Directors Statement of Death and other declarations will be required, depending on the circumstances of the individual case. Fee is \$200 for this process and payable to the **Minister of Finance and to be included with the application submission.**

☐ **Provincial Park Land Lease Renewal**

Step one (items 1 & 3) must be completed and forwarded to Support Services. All lease fees must be up to date. Fee is \$200 for this process and payable to the **Minister of Finance and to be included with the application submission.**

☐ **Request for Assignment as Collateral Security**

Step two (items 1 & 3) must be completed and submitted to Support Services. In addition, Request for Assignment as Collateral Security documents in duplicate endorsed by both the lessee and lending institution and letter of discharge from previous lending institution (if applicable). Fee is \$200 for this process and payable to the **Minister of Finance and included with the application submission.**

Associated Documents:

May be obtained from the Provincial Park Administration Office, Support Services or the Parks website:

<https://saskparks.tourismsaskatchewan.com/cottage-owners/applications-forms-policies>.

☐ **Statutory Declaration Application - Lost Lease**

When the provincial park land disposition currently in force has been lost. Fee is \$100 for this process (payable to the **Minister of Finance and to be included with the application submission.**

☐ **Statutory Declaration Application - Name Change (marriage or divorce)**

To amend the provincial park land disposition when a lessee(s) has changed their name. Fee is \$100 for this process (payable to the **Minister of Finance and to be included with the application submission.**

☐ **Surviving Joint Tenant Application**

To remove the name of the deceased joint tenant from the lease. Fee is \$100 for this process (payable to the **Minister of Finance and to be included with application submission).**

☐ **Surrender of Disposition Application**

To end the term of the current Provincial Park land disposition. **No fee associated.**

☐ **Foreshore/Shoreland Use Permit**

To maintain an associated permit (eg: dock, boat lift). Fee is \$100 for this process (payable to the **Minister of Finance and to be included with the application submission).**

1. Please complete top portion and submit the Site Inspection Request along with a copy of the RPR to the provincial park office.
Note: Lac La Ronge Provincial Park does not require an RPR – the Park Official will conduct a metes and bounds survey.
2. Once the site inspection is complete the Park Official will complete the bottom portion and forward the results. Should any non-compliance issues be identified, those will need to be resolved before the park will issue an approval.
3. Once an **APPROVED** Site Inspection Request has been obtained, the lease assignment application or lease renewal documents may be submitted to Support Services, Ministry of Environment to be processed and registered.
4. A site inspection is valid for 45 days from the date of park approval, after 45 days the site inspection will be considered expired and a new site inspection report will be required.

Park _____ Subdivision _____ Lot _____ Block _____ Property # _____

Non Surveyed Land Description (Lac La Ronge Provincial Park): Lat _____ Long _____

Applicant _____

Mailing Address _____

City _____ Province _____ Postal Code _____ E-mail Address _____

Home Phone Number _____ Cellular Number _____

Current Lease Holder (s) _____

Purchaser(s) _____

FOR OFFICE USE ONLY

1. Does the RPR/lot plan accurately show all existing buildings/structures? ☐ Yes ☐ No
2. Is there a permanent habitable dwelling on the property? ☐ Yes ☐ No
3. Does the number of accessory buildings on this property exceed 3? ☐ Yes ☐ No
4. Is there a sleep shed on this property? If yes, **attach endorsed sleep shed inspection and receipt** ☐ Yes ☐ No
5. Date of last septic system integrity test (must be within 5 years) – **attach integrity test report** _____
6. Is there an outhouse on the property? If yes, **attach integrity test report and pictures** ☐ Yes ☐ No
7. Have unauthorized improvements been identified on this property? ☐ Yes ☐ No
8. Have encroachment/trespass issues been identified on this property? ☐ Yes ☐ No
9. Is there currently a development freeze on this property? ☐ Yes ☐ No
10. Will a development freeze be placed on this property? ☐ Yes ☐ No
If yes, **attach endorsed letter of acknowledgment or letter of commitment.**
11. Is there a foreshore permit associated with the lease (dock, boat lift, etc.)? ☐ Yes ☐ No
12. Did the local file search reveal any issues? If yes, please comment ☐ Yes ☐ No

Required Action:

☐ Approve ☐ Deny Park Official Signature _____ Date _____