

**DATA PROCESSING CHANGE SHEET**

**SECRETARY OF STATE**

**16TH SECTION LANDS**

School District Number	School District Name	
Form prepared by	Telephone	Fax

<b>Reason For Change</b>	<input type="checkbox"/> New lease/no existing lease	<input type="checkbox"/> Lease assigned	Date of Appraisal _____/_____/_____
	<input type="checkbox"/> Lease expired/delete lease record	<input type="checkbox"/> Lease amended	Fair Market Value of Land \$ _____.
	<input type="checkbox"/> Lease expired/replace with new lease	<input type="checkbox"/> Rent adjusted	Appraised Rental Amount \$ _____.
	<input type="checkbox"/> Other _____		

	Current or Expired Lease			New Lease or Change in Current Lease			
Lease Number	State Lease Number	Board Lease Number			Board Lease Number		
Section/Township/Range	_____, T _____, R _____			_____, T _____, R _____			
Book/Page	Book _____ Page _____		Book _____ Page _____				
Lease Type	<input type="checkbox"/> Surface		<input type="checkbox"/> Mineral		<input type="checkbox"/> Surface		<input type="checkbox"/> Mineral
Land Classification	AGR CAT COM FRS FST IND OTH REC RES SCH	O G S C CGS NA X		AGR CAT COM FRS FST IND OTH REC RES SCH	O G S C CGS NA X		
Land Sub-Classification	H (Forest land only) E R		H (Forest land only) E R				
Number of Acres in Lease	Acres		Acres				
Date of Change in Lease			_____/_____/_____				
Beginning/Ending Date of Lease	Beginning Date _____/_____/_____		Ending Date _____/_____/_____		Beginning Date _____/_____/_____		Ending Date _____/_____/_____
Term of Lease	year(s)		year(s)				
Rent Adjustment Period/ Last Reviewed	Adjustment Period Years		Last Reviewed _____/_____/_____		Adjustment Period years		Last Reviewed _____/_____/_____
Lease Payments	Annual Rent \$ _____.	Lump Sum \$ _____.	Production \$ _____.	Annual Rent \$ _____.	Lump Sum \$ _____.	Production \$ _____.	
Date Lease Payment Received	_____/_____/____	_____/_____/____	_____/_____/____	_____/_____/____	_____/_____/____	_____/_____/____	
Full Name of all Lessees (list all names exactly as they appear in lease)							
Description of Land in Lease (attach copy of description if additional space needed)							

