CANCELLATION OF
LEASE / APPLICATION

I. EXAMINER: _____ DATE: _____ KE: _____ - _____ - _____ - _____

<u>WHAT ARE YOU CANCELLING?</u>   <u>WHY ARE YOU CANCELLING?</u>

☐ LEASE   ☐ EXPIRED   ☐ CANCELLED   COMMISSIONER ORDER OASIS ENTRY DATE:

☐ LEASE & APPLICATION   ☐ REQUESTED   ☐ DENIED

☐ *NEW APPLICATION ONLY   ☐ NULL & VOID   ☐ REJECTED   _____
                                                              (See reverse for Cancellation Date Guidelines)
(*Examiner - Complete Section IV then   ☐ NOTICE TO VACATE   ☐ RETURNED
   send file for compliance check)
                         ☐ WITHDRAWN   ☐ OTHER _____

☐ COMMISSIONER ORDER # * _____ _____ / _____   _____(Date of Order)   *Complete III, IV, VI then
                                                                                                       send file to Division

☐ NON-PAYMENT OF RENTAL *(must go to Collections)* $ _____

☐ Compliance check <u>not</u> required per Division (see attached) ☐ Compliance check <u>not</u> required – See New File # _____

II. DIVISION ADMINISTRATOR: _____(Initial/Date)

Compliance check completed   Compliance check not required   Refer to Trespass (Select 'Yes' first under VII. then proceed to III.)

SUBSURFACE: _____(Initial/Date)   Refund Rental: Bond Release:

Township: _____— Range: _____ Section: _____— Bond compliance
                                                                                check not completed
Township: _____ Range: _____ Section: _____

III. ACCOUNTING:

_____(Initial/Date) Doc # _____ $ _____   Cancelled, no further action

_____(Initial/Date) Doc # _____ $ _____   Outstanding amount due

                                                                                Deposit on account

IV. TITLE & CONTRACTS:

1. Lien holder notified: a.   Removed/transferred on mortgage program
                                b.   Transferred to KE _____(Initial/Date)

2. Sub-Lessee notified:

3. Improvements: a.   Inventoried
                                b.   Transferred to KE _____
                                c.   Inventory entered _____(Initial/Date)

4. Cancelled incomplete application in computer _____(Initial/Date)

5. Cancelled lease in computer _____(Initial/Date)

6. Unleased surface acres adjusted _____(Initial/Date)

7. County Assessor's Office notified (Agriculture and Grazing Leases ONLY) _____(Initial/Date)

8. Purchase Application - No Successful Bidder - Send file to APIS to OPEN MINERAL PARCEL _____(Initial/Date)

V. CADASTRAL: Revise Land Status Map/Update PALMS _____(Initial/Date)

VI. APIS: Prepare collection docket and send information to Attorney General's Office for collections _____(Initial/Date)

VII. TRESPASS: ERT ACT# _____ Trespass# _____ _____(Initial/Date)

No further action, send to Public Records   Trespass will contact section   Other: _____

VIII. PUBLIC RECORDS: File track to basement   File in basement _____(Initial/Date)

Upload sheet to ViewCenter

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