

**CHECKLIST FOR REQUESTING
STATE MINERAL BOARD APPROVAL OF STATE MINERAL LEASES**

The following items must accompany a state agency mineral lease submitted to the State Mineral Board for approval:

- _____ 1. Approved state agency lease form with approved rider attached
- _____ 2. Plat depicting acreage being advertised and leased
- _____ 3. Certified copy of resolution designating the agency's approval of lease
- _____ 4. Certified copy of resolution authorizing agency representative to execute lease
- _____ 5. List of all bids received by agency
- _____ 6. Copies of all bids received by agency
- _____ 7. Original proof(s) of publication from parish journal
- _____ 8. Original proof(s) of publication from state journal
- _____ 9. Rental must be at least one-half of bonus
- _____ 10. Lease dated on signature page
- _____ 11. Lease executed by all parties
- _____ 12. Two witnesses for each signature
- _____ 13. Printed names under all parties' and witnesses' signatures
- _____ 14. Witness acknowledgements signed and notarized
- _____ 15. Notary's printed name under signature and notary number on instrument

REMARKS: