

For VMRC Use Only:  
 Date: \_\_\_\_\_  
 Transfer No: \_\_\_\_\_  
 From: \_\_\_\_\_ To: \_\_\_\_\_

Commonwealth of Virginia  
**MARINE RESOURCES COMMISSION**  
 2600 Washington Ave., 3rd Floor  
 Newport News, VA 23607

District No. \_\_\_\_\_

**APPLICATION FOR TRANSFER OF OYSTER PLANTING GROUND**

Please Print using Black Ink – Additional instructions on reverse side of this sheet

All Current leaseholder(s) \_\_\_\_\_

I (We): \_\_\_\_\_

Name(s) of Current Leaseholders and/or Estates of Transferor(s) *Please list only those parties transferring their interest in the lease(s)* (Please Print )  
 Pursuant to the Code of Virginia and subject to the approval by the Chief Engineer, request to transfer

To: \_\_\_\_\_

Responsible Lessee: \_\_\_\_\_ Birthdate: \_\_\_/\_\_\_/\_\_\_ MRC ID# \_\_\_\_\_

(if multiple leaseholders)

911 Address: \_\_\_\_\_  
 Number Street City State Zip Code

Mailing Address \_\_\_\_\_  
 Number Street P.O. Box # City State Zip Code

DMV ID # \_\_\_\_\_ E-mail Address \_\_\_\_\_ Telephone: \_\_\_\_\_

Contact Person (if other than responsible lessee): \_\_\_\_\_ C/O or agent \_\_\_\_\_ OR if signing as: POA \_\_\_\_\_ Corporate Officer \_\_\_\_\_  
 (Check only one above)

Mailing address for contact person: \_\_\_\_\_  
 Number Street P.O. Box # City State Zip Code

E-mail Address \_\_\_\_\_ Telephone: \_\_\_\_\_  
 Work/Cell Home

For oyster planting ground lease(s) located in \_\_\_\_\_  
 Creek/River City/County

Acreage	Plat File No.						
(1) _____	_____	(2) _____	_____	(3) _____	_____	(4) _____	_____
(5) _____	_____	(6) _____	_____	(7) _____	_____	(8) _____	_____

Check Appropriate Authorization for your Signature:

All Current Leaseholders Must Sign (for deceased leaseholders either the beneficiary, representative, or all heirs must sign).  
 (See reverse of this sheet for additional instructions)

- \_\_\_\_ Lessee(s)
- \_\_\_\_ Power of Attorney(POA)
- \_\_\_\_ Executor(s)
- \_\_\_\_ Administrator(s)
- \_\_\_\_ Beneficiary
- \_\_\_\_ All Heirs

\_\_\_\_\_  
 Signature Date  
 \_\_\_\_\_  
 Signature Date  
 \_\_\_\_\_  
 Signature Date

Is Lessee deceased? Yes \_\_\_ date of death \_\_\_\_\_

If yes, please provide a copy of death certificate

If yes, is there a will? Yes \_\_\_ No \_\_\_

If yes, please provide a copy of the will, and if no, provide court document of qualification of the personal representative

I, \_\_\_\_\_ certify that \_\_\_\_\_ signed the above.  
 (Notary Public or Marine Patrol Officer)

\_\_\_\_\_  
 City/County State Commission Expires Signature (Notary or MPO) Date

**FOR VMRC USE ONLY**

I hereby approve the above transfer to be effective on \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
 Chief, Engineering/Surveying Department

Current Lease No.	Acreage	Plat File No.	Waterbody Code	Map No.	New Lease No.

For additional leases use reverse side of this sheet.

Revised 4-11-2012

**PAYMENTS REQUIRED TO TRANSFER LEASE(S):**

**RENT FOR EACH LEASE FOR THE CURRENT RENT YEAR MUST BE PAID.**

**TRANSFER APPLICATION FEE:      \$5.00 FOR TEN (10) ACRES OR LESS                      FEE NON-REFUNDABLE**  
**\$10.00 FOR MORE THAN TEN (10) ACRES                      FEE NON-REFUNDABLE**

**RECORDING FEE:                      \$12.00 FOR EACH LEASE PARCEL**  
**ASSIGNMENT FEE:                      \$1.50 FOR EACH LEASE PARCEL**

The transfer process can be expedited if the recording and assignment fees are included with this form; however be sure to include recording and assignment fees *for each lease parcel*. If the rent has not been paid and/or if the recording and assignment fees are not included with the transfer, you will be billed for these fees and payment must be received before the transfer can be completed.

**MAKE CHECKS PAYABLE TO "TREASURER OF VA".**

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**ALL CURRENT LEASEHOLDERS (OR THEIR REPRESENTATIVE) MUST SIGN THIS TRANSFER.**

**IF A POWER OF ATTORNEY SIGNS, SUBMIT A COPY OF THE DOCUMENTATION OF POWER OF ATTORNEY.**

**IF THE LEASEHOLDER IS DECEASED, ONE OF THE FOLLOWING MUST BE CHECKED ON THE FRONT TO DENOTE YOUR AUTHORIZATION TO SIGN: EXECUTOR(S), ADMINISTRATOR(S) OR ALL HEIRS OF THE ESTATE (FOR ALL HEIRS, NOTE THE SPECIAL CONDITIONS BELOW)**

Please note that pursuant to the Code of Virginia (28.2-613), if a leaseholder died testate (with a will), the deceased person's interest can be transferred by the named beneficiary, at any time after the date of death of the leaseholder but within eighteen months of the date of death of the deceased leaseholder. If the leaseholder dies intestate (without a will), a personal representative (qualified by the local Clerk of Circuit Court) may transfer the interest within eighteen months of the date of death of the leaseholder. If there is no qualification on the leaseholders estate (meaning no one has qualified by the Clerk of the Circuit Court) within one year of the date of death, a transfer can then be executed by all of the lawful heirs within the next six months thereafter. To obtain any oyster ground lease (or interest therein) a person, persons, and/or corporation(s) must meet the legal requirements to hold oyster lease ground in the Commonwealth of Virginia (28.2-604).

**IF YOU HAVE FURTHER QUESTIONS, CALL 757-247-2226.**

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Lease No. From	Acreage	Plat File No.	Waterbody Code	Map No.	New Lease No.