

For VMRC Use Only:
 Date: _____ District _____
 Transfer No: _____
 From: _____ To: _____

**Commonwealth of Virginia
 MARINE RESOURCES COMMISSION**

2600 Washington Ave., 3rd Floor
 Newport News, VA 23607

APPLICATION FOR TRANSFER OF OYSTER PLANTING GROUND

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

(revised 3-13-2013)

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

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

Federal Employer Identification Number (FEIN), also known as Federal Tax Identification Number, if applicable: _____

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) _____ Executor(s)
 ____ Power of Attorney(POA) _____ 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 (For additional leases see reverse side of this sheet)

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

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".

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.

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