

In Reply Refer To:
3100 (OFFICE CODE)

Notice for New Lease Interest Owners

ASSIGNMENT APPROVAL

Attached is a copy of your approved record title assignment, approved operating rights transfer, or issued lease. The policy of this office is to return one copy of the approval. If the assignment/transfer is to more than one transferee, the copy(ies) will be returned to the transferee with the greatest interest or, in the case of equal interests being assigned, to the transferee which is listed first. If any private agreements are filed with the official form, they will be returned to the transferee.

RENTAL PAYMENT

If the lease is on a rental basis with the Office of Natural Resources Revenue (ONRR), annual rental payments must be made using the “Rental Information” tab within the eCommerce website at www.ONRR.gov. The “Rental Information” tab will interface directly with www.pay.gov. Questions regarding your rental payment can be directed to ONRR at: Office of Natural Resources Revenue P.O. Box 25627, Denver, Colorado 80225-0627 or (800) 525-9167 (press 0 for personal assistance).

Note: It will take approximately 14 business days to setup the ONRR pay.gov account. Please ensure you allow enough time to complete this one-time setup prior to paying your rental payment on or before the lease anniversary date.

LEASE TERMINATION

It is the customer’s responsibility to pay the rental timely. Failure to pay the annual rental **ON OR BEFORE THE ANNIVERSARY DATE** will result in automatic termination of the lease by operation of law. **There is no grace period allowed.** Termination of your lease is automatic and is statutorily imposed by Congress when the annual rental is not timely received. The BLM has no discretion and merely notifies you of this occurrence. Termination is triggered solely by failure of the lessee to timely submit rental to ONRR. Payments must be submitted sufficiently in advance of the lease anniversary date to account for normal delays of receipt to the ONRR.

PAYOR CHANGE

Contact ONRR directly for new payor code requests.

OTHER LEASE ACTIONS

Except for rental payments that must be provided to ONRR, all other lease matters including address changes, relinquishments, transfers of interest, etc., must be directed to this office at the letterhead address.

CHANGE IN WELL OPERATOR

If the new lessee/operating rights holder plans to operate the wells currently in production, you will need to file a change of operator Subsequent Report Sundry Notice for each well with the appropriate Field Office or electronically in AFMSS. Additionally, you will need to file a Designation of Successor Operator form for each Communitization or Unit Agreement.