

## Attachment 4

### PRIVATE ACQUIRED OIL AND GAS LESSEE/OWNER TRANSFER CHECKLIST

Serial/Case Number: \_\_\_\_\_

Received: \_\_\_\_\_

	ACTION	SURNAME / DATE
	<b>Review Change of Operator submittal for Completeness</b>	
	Ensure submitted document is date-time stamped	
	Verify document(s) is(are) signed and dated	
	<b>Pre-Adjudication</b>	
	Verify serial/case numbers are correct	
	<b>Adjudication</b>	
	Verify legal land descriptions match lease	
	Verify percentage owned/Conveyed/Retained	
	Verify assignor is current Lessee of Record	
	Check lease expiration date/ available production data	
	Check with ONRR for good standing	
	<b>If issues are found, send explanatory letter to Lessee (unless provided under state law or lease terms, cannot demand remedy from Lessee).</b>	
	<b>Internal Review/Authorization</b>	
	Make note to the file of any missing items or discrepancies that Lessee refuse to remedy	
	Peer/Secondary Review (If Applicable)	
	<b>Records Management</b>	
	File provided assignment document, agreement, or transfer abstract.	
	Copy sent to ONRR	
	In LR2000, enter the codes for date assignment was approved (139), effective date (898), and alpha tie these codes to code 140; summarize assignment under 'Comments'	
	Update the case file to include serial register page on top	