

# Assignment of Lease Instructions

## **Purpose:**

To facilitate the legal transfer of park land dispositions including leases and permits to another party when the existing disposition holder wishes to sell the improvements located on the land. All requirements of the disposition must be complete before an assignment can be approved.

## **Who Completes:**

The Assignor (seller)  
The Assignee (purchaser)

## **Who can Witness:**

1. Anyone 18 years of age or older and who is not party to the agreement can witness a signature.
2. The Affidavit of Execution must be completed and signed in the presence of a Justice of the Peace, Notary Public or Commissioner for Oaths for Saskatchewan who is not party to the agreement.

## **Completion Notes:**

1. **Assignment of Lease Application** – Application must be completed by both the seller and purchaser. Applications not completed in full will be returned for completion.
2. **Request for Lease Transfer** – Purchaser(s) completes and must provide a copy of the offer to purchase or sale agreement as appendix A.
3. **Consent to Mortgage** – If applicable, a letter of discharge from previous lending institution is required prior to approval and of the assignment of lease.
4. **Associated Permits (Dock/Boat Lift)** – If applicable the current lease holder must surrender all associated permits. In the event the purchaser wishes to maintain the associated improvements then a new application must be submitted to the park office and approved.
5. **Lease Fees** – Applicant must ensure all fees and levies are up to date. Payments may be made in person at your local provincial park office, for payment by Visa or MasterCard please call 1-800-667-5477. Payment by cheque or money order please forward to: The Ministry of Environment, PO Box 1064, REGINA SK S4P 3B2 (payable to: Minister of Finance).
6. **Application Fee** – Fee of \$200.00 is payable to the Minister of Finance and must be submitted with the application.

## **Upon Submission:**

Once all of the steps are complete, applicant may then submit all of the required documents indicated to **Ministry of Parks, Culture and Sport, Business Development & Leasing, 2<sup>nd</sup> Floor, 3211 Albert Street, Regina SK S4S 5W6**. Please allow a minimum 2 - 3 weeks for processing.

Once the Assignment of Lease Application and Lease Transfer has been approved and endorsed by the Ministry of Parks, Culture and Sport, the Assignment of Lease application and a copy of the Commercial Lease Agreement will be forwarded to the lessee or representing lawyer.

# Assignment of Lease Application



The Assignment of Lease Application is to be completed by all parties wishing to negotiate a sell/transfer of a commercial business on park land. An existing land lease disposition must be assigned to the proposed new lessee before a transaction may be finalized.

Park Management Services  
2<sup>nd</sup> Floor, 3211 Albert Street  
Regina, SK S4S 5W6  
Phone: 306-787-8676

## Assignor

I/We, \_\_\_\_\_ of \_\_\_\_\_  
in the Province of Saskatchewan, in consideration of the sum of \$ \_\_\_\_\_ paid to me/us  
by \_\_\_\_\_ of \_\_\_\_\_,  
do hereby grant, transfer, assign and set over unto the said \_\_\_\_\_  
his/her/their heirs and assigns, all my/our estate, right, title and interest whatsoever in and to the lease by His Majesty in  
right of Saskatchewan dated \_\_\_\_\_, of lands in \_\_\_\_\_ Provincial Park,  
in the Province of Saskatchewan, described as follows: \_\_\_\_\_.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Assignor (Current Lease Holder) \_\_\_\_\_ Witness\* \_\_\_\_\_

Assignor (Current Lease Holder) \_\_\_\_\_ Witness\* \_\_\_\_\_

Assignor (Current Lease Holder) \_\_\_\_\_ Witness\* \_\_\_\_\_

## AFFIDAVIT OF EXECUTION – one Affidavit to be completed by witness

I, \_\_\_\_\_ of \_\_\_\_\_  
In the Province of \_\_\_\_\_ make oath and say:

1. That I was personally present and did see \_\_\_\_\_  
named in the above Assignment who is personally known to me to be the person(s) named therein, duly sign and  
execute the same for the purposes named therein;
2. That the same was executed at the \_\_\_\_\_ of \_\_\_\_\_ in the Province of \_\_\_\_\_ and  
he/she/each is/are in my belief eighteen years of age or more.

Witness Signature \_\_\_\_\_

Sworn before me in the \_\_\_\_\_ In the Province of \_\_\_\_\_ This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
A Justice of the Peace, Notary Public or Commissioner for Oaths in and for the Province of Saskatchewan.

My appointment expires \_\_\_\_\_.

**Assignee**

I/We, \_\_\_\_\_, the Assignee(s) above mentioned, in consideration of the Minister of Parks, Culture and Sport consenting to the Assignment, do hereby agree as of the date of this Assignment, to pay the rent reserved in the lease and to observe and perform all covenants, terms and conditions on the part of the lessee therein contained; and that the Lessor shall be entitled to all remedies in respect of non-payment of rent and breaches of covenants, terms and conditions in the lease as if the Assignee(s) were the Lessee named in the lease.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Assignee (Purchaser) \_\_\_\_\_ Witness\* \_\_\_\_\_

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**AFFIDAVIT OF EXECUTION – one Affidavit to be completed by witness**

I, \_\_\_\_\_ of \_\_\_\_\_

In the Province of \_\_\_\_\_ make oath and say:

1. That I was personally present and did see \_\_\_\_\_ named in the above Assignment who is personally known to me to be the person(s) named therein, duly sign and execute the same for the purposes named therein;
2. That the same was executed at the \_\_\_\_\_ of \_\_\_\_\_ in the Province of \_\_\_\_\_ and he/she/each is/are in my belief eighteen years of age or more.

Witness Signature \_\_\_\_\_

Sworn before me in the \_\_\_\_\_ In the Province of \_\_\_\_\_ This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
A Justice of the Peace, Notary Public or Commissioner for Oaths in and for the Province of Saskatchewan.

My appointment expires \_\_\_\_\_.

**FOR MINISTRY USE ONLY**

This certifies that this assignment is approved by the Ministry of Parks, Culture and Sport  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Ministry Official

# Request for Lease Transfer

Request for Lease Transfer is to be completed by purchaser(s) wishing to request the transfer of commercial business operating on park land. An existing land lease disposition must be assigned to the proposed new lessee before a transaction may be finalized.

Park Management Services  
2<sup>nd</sup> Floor, 3211 Albert Street  
Regina, SK S4S 5W6  
Phone: 306-787-8676

## Request for Transfer

Facility \_\_\_\_\_ Current Lessee \_\_\_\_\_

I/We hereby request the transfer of the above lease to \_\_\_\_\_, while given the right to operate \_\_\_\_\_ at \_\_\_\_\_ Provincial Park/Recreation Site

## Applicant Information

Business Legal Name that lease agreement is to be drawn in: \_\_\_\_\_

Business Common Name (if different than above) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Webpage/Social Media Address \_\_\_\_\_

Preferred email address(s) (for e-newsletters) \_\_\_\_\_

## Key Contacts

Operations \_\_\_\_\_ PH: \_\_\_\_\_ Email: \_\_\_\_\_

Accounting \_\_\_\_\_ PH: \_\_\_\_\_ Email: \_\_\_\_\_

Other \_\_\_\_\_ PH: \_\_\_\_\_ Email: \_\_\_\_\_

## General Information

Tell us about your background and experiences useful for operating this business and your interest in operating in Provincial Parks

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Required Attachments:

- Copy of corporate registry (if applicable)
- Copy of purchase or sales agreement
- List of equipment owned or to be purchased from the existing lessee that will be used in this operation

I/We agree to assume all rights, privileges and responsibilities of the current lease which includes paying the Minister of Parks, Culture and Sport for the right to operate the said concession and all statements and information provided on this form are to the best of my knowledge true and accurate.

Applicant \_\_\_\_\_ Witness \_\_\_\_\_ Date \_\_\_\_\_

Applicant \_\_\_\_\_ Witness \_\_\_\_\_ Date \_\_\_\_\_