

INSTRUCTIONS FOR FILING A CERTIFICATE OF PURCHASE ASSIGNMENT APPLICATION

(Please read instructions carefully before filing)

CERTIFICATE OF PURCHASE:

1. Submit non-refundable \$200 filing fee with application.
2. The Assignment document will be returned to the Certificate of Purchase (C.P.) holder to attach to the front of the original CP document.
3. If you have lost your original C.P. document, you can submit a notarized "Affidavit of Lost C.P." along with the appropriate \$50.00 fee.

NAMES:

The assignor (current C.P. holder's) name(s) must be stated on this application EXACTLY as the name(s) are on the original C.P. (Additional certification and acknowledgment pages may be copied and attached, if required.)

ANNUAL PAYMENTS OR DEFAULTS:

A C.P. of State lands not in default in annual payments may, with the written consent of the Department, assign the C.P. DO NOT submit your application if your annual payment is not paid. (Department Rule 12-5-406)

TAXES:

All property taxes must be current. A copy of the paid receipt from the County Treasurer must be submitted with your application.

LIENS:

1. **Current Liens on File:** All liens filed with the Department require a satisfaction or written consent from the lienholder. This must be submitted with your application or it will be rejected. (A.R.S. § 37-255 and A.R.S. § 37-289)
2. **Filing a new lien:** To file a new lien on the C.P. the lien document should include the C.P. number and the legal description(s) of the C.P. You must submit a \$50.00 filing fee with each new mortgage or lien filed. (A.R.S. § 37-108).

FORECLOSURE, BANKRUPTCY OR DEED OF TRUST SALE:

Submit a copy of the sheriff's deed, trustee's deed or appropriate court order with the completed assignment application. *A deed of conveyance or warranty deed cannot be accepted as evidence of a C.P. assignment. All assignments of a C.P. must be submitted on an application provided by the State Land Department and accompanied by the appropriate legal document. (A.R.S. § Title 37)*

ESTATE, DEATH OR INCOMPETENCE OF A C.P. HOLDER:

When a personal representative or administrator is executing the assignment application, you are required to submit a copy of the appropriate legal document or court order. (Example: personal representative paper, affidavit of heirship with death certificate, etc.)

DISSOLUTION OF MARRIAGE:

Submit a copy of the dissolution court document with your application or call (602) 542-4602 for information.

POWER OF ATTORNEY:

If you are acting as an Attorney in Fact for the applicant you must submit a copy of your notarized Power of Attorney and a \$50.00 additional fee.

SOUTHERN ARIZONA REAL ESTATE OFFICE:

If the land being assigned is within Pima, Santa Cruz or Cochise County or lies within Township 9 South, Ranges 8 East through 18 East and Township 10 South, Ranges 6 East through 18 East of Pinal County, your application will be processed by our Southern Arizona Real Estate Office in Tucson. You will receive notification when your application has been forwarded to Tucson.

**Arizona State Land Department
177 N. Church, Suite 1100
Tucson, AZ 85701
Phone# (520) 209-4250**

For assistance contact the Title & Contracts Section at (602) 542-4602

CHECK LIST

To avoid rejection of your application, be sure to include the following:

- Your non-refundable \$200 filing fee.**
- Signature(s) and acknowledgment(s) of assignor(s) and assignee(s).**
- Release or written consent of any mortgages or liens of record. (If uncertain as to what liens are of record, please contact the Department.)**
- C.P. annual installment, if payment is not currently paid.**
- All legal documents or documentation required to complete this assignment transaction.**
- Copy of the current paid property tax receipt from the County Treasurer.**

RETURN TO:
 ARIZONA STATE LAND DEPARTMENT
 PUBLIC COUNTER
 1616 WEST ADAMS
 PHOENIX, ARIZONA 85007

SUBMIT NON-REFUNDABLE
 \$200 FILING FEE

DEPARTMENTAL USE ONLY		ROLODEX # _____	
ACCOUNTING	T & C	RECOMMENDATION/INITIAL	DATE
Filing Fee: \$200	Exam: _____ Exam # _____ Int Title: _____ App Entry: _____	Approve _____ Deny _____ Reject _____ Withdraw _____	_____
(24) Complete			

**APPLICATION FOR ASSIGNMENT
 OF CERTIFICATE OF PURCHASE
 AND ASSUMPTION OF INTEREST**
Type or print in ink.

CERTIFICATE OF PURCHASE (C.P.) NUMBER _____ - _____

- COMPLETE ALL QUESTIONS, SIGN AND SUBMIT APPLICATION WITH NON-REFUNDABLE \$200 FILING FEE.**
- NOTICE: Any assignment of interest is not binding to either party or the State Land Department until this application has received the written consent of the STATE LAND COMMISSIONER.**

1. APPLICANTS:

A. ASSIGNOR NAME(S)
 (Also known as the Seller and current C.P. holder)

B. ASSIGNEE NAME(S)
 (Also known as the Buyer and proposed C.P. holder)

 Mailing Address

 Mailing Address

 City State Zip

 City State Zip

 Contact Person Phone No.

 Contact Person Phone No.

2. REQUEST TO ASSIGN INTEREST IN C.P. AND REQUEST TO ASSUME INTEREST OF C.P.:

Assignor(s) not being in default of the annual payment and/or the conditions of the C.P., **HEREBY MAKES APPLICATION AND REQUESTS** that the State Land Department authorize and consent to in writing, the assignment of all rights, title, interest and claim in and to C.P. No. _____ - _____

AND

Assignee(s) **HEREBY MAKES APPLICATION AND REQUESTS** that the State Land Department authorize the transfer and assumption of all rights, title, interest and claim of the land described in this application.

3. TYPE OF ASSIGNMENT REQUESTED: (Check one)

COMPLETE ASSIGNMENT:

UNDIVIDED INTEREST OR PERCENTAGE ASSIGNMENT:

You are requesting that all the land in the C.P. be assigned to more than one individual or entity in the following undivided interest or percentage. Assignment must total 100% or equal a full interest.

ASSIGNEE(S)	UNDIVIDED INTEREST OR PERCENTAGE OF INTEREST
_____	_____
_____	_____
_____	_____

4. ENCUMBRANCES: (This portion is to be completed by assignor.)

Mortgage or lien:

Are there any mortgages or liens on file with the Department? Yes No

If YES, you must enclose a copy of the satisfaction or release of lien signed by the lienholder. If the lien is not paid, a written letter from the lienholder consenting to this assignment must be attached to this application.

NOTICE: Pursuant to A.R.S. §37-255(A), your application cannot be processed without a release of all liens or a written consent from each lienholder. Your application will be rejected if submitted without the required documents. For information regarding liens on file, contact: Land Disposition Division, (602) 542-1704.

5. ASSIGNOR(S) COMPLETE AND SIGN PAGE 3 AND HAVE ALL SIGNATURES NOTARIZED ON PAGE 4.

NOTE: Arizona is a community property state. If the assignor(s) of this application is/are married, the assignor(s) and his/her spouse must both sign and have this application notarized, unless the original C.P. was issued with the statement "Sole and Separate Property".

6. ASSIGNEE(S) COMPLETE AND SIGN PAGE 5 AND HAVE ALL SIGNATURES NOTARIZED ON PAGE 6.

NOTE: If you wish to hold title as "sole and separate property" or "joint tenants with right of survivorship", please indicate in Question No. 1 (Page 1).

INDIVIDUAL ACKNOWLEDGMENT

**To be used for:
ASSIGNOR(S) AKA SELLER(S)**

STATE OF ARIZONA)
) ss.
County of _____)

On this _____ day of _____, 20_____, before me, a Notary Public within and for said
County and State, personally appeared _____
(Individual(s) or Personal Representative)

to me known to be the person(s) described in and who executed the same as _____ free act and deed.
(his/her/their)

(SEAL)

Notary

County, _____
Commission expires _____

PARTNERSHIP OR TRUST ACKNOWLEDGMENT

STATE OF ARIZONA)
) ss.
County of _____)

On this _____ day of _____, 20_____, before me, a Notary Public within and for said
County, personally appeared _____
(Name of Partner or Trustee)

for _____
(Name of Partnership or Trust)

a _____ partnership, for and on behalf of the partnership or trust and to me known to be
(General or Limited Partnership or Trust)

the person(s) described in and who executed the same for the partnership or trust.

(SEAL)

Notary

County, _____
Commission expires _____

L.L.C. OR CORPORATE ACKNOWLEDGMENT

STATE OF ARIZONA)
) ss.
County of _____)

On this _____ day of _____, 20_____, before me, a Notary Public within and for said
County, personally appeared _____
(Name of officer)

for _____
(Name of L.L.C. or Corporation)

a _____ l.l.c. or corporation, for and on behalf of the l.l.c. or corporation and to me known to be the person(s)
(State incorporated in)

described in and who executed the same for the corporation.

(SEAL)

Notary

County, _____
Commission expires _____

INDIVIDUAL ACKNOWLEDGMENT

**To be used for:
ASSIGNEE(S) AKA BUYER(S)**

STATE OF ARIZONA)
) ss.
County of _____)

On this _____ day of _____, 20_____, before me, a Notary Public within and for said
County and State, personally appeared _____

to me known to be the person(s) described in and who executed the same as _____ free act and deed.
(his/her/their)

(SEAL)

Notary

County, _____
Commission expires _____

PARTNERSHIP OR TRUST ACKNOWLEDGMENT

STATE OF ARIZONA)
) ss.
County of _____)

On this _____ day of _____, 20_____, before me, a Notary Public within and for said
County, personally appeared _____
(Name of Partner or Trustee)

for _____
(Name of Partnership or Trust)

a _____ partnership, for and on behalf of the partnership or trust and to me known to be
(General or Limited Partnership or Trust)

the person(s) described in and who executed the same for the partnership or trust.

(SEAL)

Notary

County, _____
Commission expires _____

L.L.C. OR CORPORATE ACKNOWLEDGMENT

STATE OF ARIZONA)
) ss.
County of _____)

On this _____ day of _____, 20_____, before me, a Notary Public within and for said
County, personally appeared _____
(Name of officer)

for _____
(Name of L.L.C. or Corporation)

a _____ l.l.c. or corporation, for and on behalf of the l.l.c. or corporation and to me known to be the person(s)
(State incorporated in)

described in and who executed the same for the corporation.

(SEAL)

Notary

County, _____
Commission expires _____

INFORMATION REQUIRED:

The following information must be provided to assist the Department in processing your application and returning all documents to the correct individual or firm.

APPLICATION SUBMITTED BY:

**RETURN COMPLETED ASSIGNMENT
TRANSACTION TO:**

(Name of individual and/or firm)

(Name of individual or firm)

Mailing Address

Mailing Address

City State Zip

City State Zip

Phone Contact Person

Phone Contact Person