

**STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES**  
**Division of Mining, Land and Water**  
**Contract Initiation and Revenue Recovery**  
**550 West 7<sup>th</sup> Avenue, Suite 640, Anchorage, AK 99501**  
**907-269-8594, [dmlw.contracts@alaska.gov](mailto:dmlw.contracts@alaska.gov)**  
**CONTRACT ASSIGNMENT APPLICATION**

**ADL Number** \_\_\_\_\_

Upon receipt of this application and fees, an interest transfer document will be drafted requiring notarized signatures of all parties. Final approval by DNR is required prior to transfer of property interest.

**Assignor 1:** (Seller 1) Name provided must be your full legal name as it appears on your Contract.

				<b>Marital Status (check one)</b> <input type="checkbox"/> Single Person <input type="checkbox"/> Married Person <input type="checkbox"/> Business Organization EIN _____
Last Name	First Name	Middle Name	Suffix	
Mailing Address				<b>Tenancy (check one)</b> <input type="checkbox"/> Title taken individually <input type="checkbox"/> As tenants in common <input type="checkbox"/> As tenants by the entirety (See pg. 3 for information)
City	State	Zip Code		
Contact Phone No.		Alternative Contact Phone No.		
Email address				

**Assignor 2:** (Seller 2) Name provided must be your full legal name as it appears on your Contract.

				<b>Marital Status (check one)</b> <input type="checkbox"/> Single Person <input type="checkbox"/> Married Person <input type="checkbox"/> Business Organization EIN _____
Last Name	First Name	Middle Name	Suffix	
Mailing Address				<b>Tenancy (check one)</b> <input type="checkbox"/> Title taken individually <input type="checkbox"/> As tenants in common <input type="checkbox"/> As tenants by the entirety (See pg. 3 for information)
City	State	Zip Code		
Contact Phone No.		Alternative Contact Phone No.		
Email address				

IF MORE THAN TWO ASSIGNORS, COPY THIS PAGE AS APPLICABLE.

**Assignee 1:** (Buyer 1) Name provided must be your full legal name as it appears on your Driver's License.

*Please include a readable copy of Photo IDs for all parties on this page.*

				<b>Marital Status (check one)</b> <input type="checkbox"/> Single Person <input type="checkbox"/> Married Person <input type="checkbox"/> Business Organization EIN _____
Last Name	First Name	Middle Name	Suffix	
Mailing Address				
City	State	Zip Code		
Contact Phone No.		Alternative Contact Phone No.		<b>Tenancy (check one)</b> <input type="checkbox"/> Title taken individually <input type="checkbox"/> As tenants in common <input type="checkbox"/> As tenants by the entirety (See pg. 3 for information)
Email address				

**Assignee 2:** (Buyer 2) Name provided must be your full legal name as it appears on your Driver's License.

				<b>Marital Status (check one)</b> <input type="checkbox"/> Single Person <input type="checkbox"/> Married Person <input type="checkbox"/> Business Organization EIN _____ <b>Tenancy (check one)</b> <input type="checkbox"/> Title taken individually <input type="checkbox"/> As tenants in common <input type="checkbox"/> As tenants by the entirety (See pg. 3 for information)
Last Name	First Name	Middle Name	Suffix	
Mailing Address				
City	State	Zip Code		
Contact Phone No.		Alternative Contact Phone No.		
Email address				

IF MORE THAN TWO ASSIGNEES, COPY THIS PAGE AS APPLICABLE.

**In submitting this form, the applicant certifies that no changes have been made to the original text of the form or any attached documents provided by the Division.**

AS 38.05.035(a) authorizes the director to decide what information is needed to process an application for the sale or use of state land and resources. This information is made a part of the state public land records and becomes public information under AS 40.25.110 and 40.25.120, unless the information qualifies for confidentiality under AS 38.05.035(a)(8) and confidentiality is requested, or qualifies for confidentiality under AS 43.05.230, AS 45.48, or other state or federal laws. Public information is open to inspection by you or any member of the public. A person who is the subject of the personal information may challenge its accuracy or completeness under AS 40.25.310, by giving a written description of the challenged information, the changes needed to correct it, and a name and address where the person can be reached. False statements made in an application for a benefit are punishable under AS 11.56.210. In submitting this form, the applicant agrees with the Department to use “electronic” means to conduct “transactions” (as those terms are used in the Uniform Electronic Transactions Act, AS 09.80.010 – AS 09.80.195) that relate to this form and that the Department need not retain the original paper form of this record: the Department may retain this record as an electronic record and destroy the original.

**A non-refundable filing fee may be required to complete application submittal. See current Director's Fee Order for applicable fees.**

## CONTRACT ASSIGNMENT APPLICATION INSTRUCTIONS AND DEFINITIONS

**Limited Liability Companies or Corporations:** Organizations are not individuals and are not required to disclose the marital status of the partners. Please submit business license, corporate resolution and signatory authorities.

**Address Changes:** It is your responsibility to notify the State of any changes in your mailing address, phone number or email. Address changes must be received in writing and signed by the primary purchaser to be considered valid. When a valid change of address form or a written letter submitted by the customer has been received, the address of record will be changed. To obtain an address change form, contact Contract Administration at 907-269-8594.

### TYPES OF TITLE

#### A married couple, as tenants by the entirety

This option is only available for married persons, e.g., "John Q. Smith and Deborah R. Smith, a married couple, as tenants by the entirety". The law presumes tenancy by the entirety for a married couple unless it is expressly declared otherwise. (AS 34.15.110)

#### As tenants in common

A married couple can choose to purchase property together as tenants in common. A married couple are encouraged to seek the services of an attorney before selecting this form of tenancy. Those persons who wish to purchase property together can do so as tenants in common. It is possible for each person to have a different marital status. This example illustrates a possible combination, e.g., "William P. Jones, a married person, Sandra S. Smith, a single person, and Andrew X. Read and Barbara A. Read, a married couple; as tenants in common." There is no right of survivorship for the tenants under this type of tenancy.

#### Title taken individually

If just one purchaser, whether single or married, that person can only select this option.

#### Return Application with fees to:

##### FAIRBANKS

DNR Public Information Center  
3700 Airport Way  
Fairbanks, AK 99709-4699  
Phone: 907-451-2705  
Fax: 907-451-2706  
Email: [fbx-pic@alaska.gov](mailto:fbx-pic@alaska.gov)  
Business Hours:  
8:00 am to 4:30 pm, M-F

##### ANCHORAGE

DNR Public Information Center  
Robert B. Atwood Building  
550 W. 7th Ave., Ste 1360  
Anchorage, AK 99501-3561  
Phone: 907-269-8400  
Fax: 907-269-8901  
Email: [dnr.pic@alaska.gov](mailto:dnr.pic@alaska.gov)  
Business Hours:  
8:00 am to 4:30 pm, M-F

##### JUNEAU

DNR Land Information Office  
P.O. Box 111020  
400 Willoughby, #400  
Juneau, AK 99811-1020  
Phone: 907-465-3400  
Fax: 907-500-9011  
Email: [Sero@alaska.gov](mailto:Sero@alaska.gov)  
Business Hours:  
8:00 am to 4:30 pm, M-F

Statewide TTY: 711 for Alaska Relay or 1-800-770-8973

Fees	
Assignment Application Fee*	\$_____ 5A
Recording Fee	+ _____ VR
Total	\$_____
CONTRACTS INTERNAL USE ONLY	
Date Fees Paid:	
Verified by:	