

OPERATING RIGHTS TRANSFER CHECKLIST

	Acceptable Form 3000-3a – Operating Rights (June 1988 and later) filed in triplicate
	Verify that the Filing Fee has been paid
	Verify that the Transferor has manually signed and dated all three forms
	Verify that the Transferee has manually signed and dated at least one of the forms
	Verify the Form has been date-time stamped
	Verify that the interest and commodity boxes have been checked
	Verify the Lease Number
	Verify the legal description on form matches legal description of lease
	Verify Percentage of Interest Owned by Transferor
	Verify that the form was filed within 90 days of execution by the transferor (If not, a full force and effect letter from transferor and transferee maybe be required)
	Check status of lease. Lease terminated/expired? Rental/Royalty paid? If lease is held by production, request a bond adequacy review from the Field Office.
	Prepare Lease Interest worksheet
	Prepare transfer for signature by AO, Effective 1 st day of the month following date of filing
	Update LR2000