

# INSTRUCTIONS FOR FILING AN AGRICULTURAL LEASE APPLICATION

(Please read instructions carefully before filing)

## ATTENTION

The State Land Department encourages you to contact the Department's Agricultural Leasing Specialist at (602) 542-2698 prior to submittal of your application. The Agricultural Leasing Specialist may be able to address questions or concerns regarding the land you wish to lease prior to your expenditure of the non-refundable filing fee.

**NON-REFUNDABLE FILING FEE** must be submitted with your application:

**1. Non-Refundable Filing Fee:**

New:            **\$150.00 per section**  
Renewal:       **\$200.00 per existing lease**

**NOTICE:** If you are filing a renewal application and you fail to file the application prior to the lease expiration date, you forfeit any renewal rights. You will be required to file a **NEW** Application(s) and pay the **NEW** application fee rate if you wish to reapply to lease the property.

2. Pursuant to A.R.S. §37-284(A) a conflicting application for an existing lease for a term of not more than ten years shall be filed at least two hundred seventy days but not more than one year before the expiration date on the lease. The conflicting application must be accompanied by a list of non-removable improvements on the leased lands, including fences. A list of the known non-removable improvements may be obtained from the State Land Department. The conflicting applicant must post a surety bond or other form of security in the amount of two thousand five hundred dollars or twenty per cent of the rental payments over the term of the current lease, whichever is greater. The Department shall calculate the amount of the security within thirty days after receiving the conflicting application, and the conflicting applicant must post the security within thirty days after the Department determines the amount. If the conflicting applicant is unsuccessful or withdraws the application, the Department will return the security to the applicant. If the conflicting applicant is successful, the security will be applied against the value of the non-removable improvements.
3. Complete **all** questions in full on the application. Use additional sheets if required.
4. This application can be used for multiple sections of land. If space is not sufficient for all legal descriptions, attach a separate sheet for additional sections.
5. An Agricultural lease on previously undeveloped land can only be issued for a maximum of two (2) years.
6. An Agricultural lease on previously developed land can be issued for not more than ten (10) years.

7. **Approval of this application does not constitute approval of any improvements. An application to Place Improvements must be submitted to the Department after a permit is obtained and PRIOR to construction of the improvement(s).**

**NOTE: Pursuant to A.R.S. § 37-321, lessee is not entitled to reimbursement for improvements that have not been authorized by prior written approval from the Department.**

8. **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.**
9. **Processing Time: Normal processing time for renewal applications is 60-90 days following the expiration date of the lease. New applications can take one year or more for the Department's required comment letters to be received and reviewed prior to approval of application. Please be advised that in order to properly evaluate the application you may be required to provide additional information.**

**For Assistance contact: Natural Resources, Department's Agricultural Leasing Specialist at (602) 542-4625.**