|  |  |  |  |
| --- | --- | --- | --- |
| 🞎 | Lease Number: |  |  |
| 🞎 | Lessee/Requestor: |  |  |
| 🞎 | Lessor: Allotment no., Name, Section, Acres. |  |  |
|  | **REQUIREMENTS** |  |  |
| 🞎 | ESTOPPEL SUBMITTED   * Attached Exhibit A * Attached Exhibit B |  | Date received: |
| 🞎 | **Case initiation letter**  *(Stating what you are requesting and purpose)* |  |  |
| 🞎 | **Administrative Fee** \_\_\_\_  *(Cost $500)*  \_\_$250 Rush Status (5 to 10 days)  \_\_$250 Pre-review before executed document  \_\_$250 for BIA additional services  Payable to the “Bureau of Indian Affairs”  Palm Springs Agency  PO Box 2245, Palm Springs CA 92263 |  |  |
| 🞎 | **Provision in the lease regarding request for Estoppel**  *Check the underlying lease to determine precisely what the lease requires of the tenant* | Pg.\_\_ | Art.\_\_\_\_ |
| (BIA) | BIA to Run a **Title Status Report** and ensure there are no other encumbrances |  |  |
| 🞎 | **Confirm that the legal description of the “lease” in the estoppel certificate is correct**. **↓**  🞎 Exhibit A |  | *Check TSR and lease for the Premise square footage/acres* |
| 🞎 | **Confirm that all the factual items stated in the estoppel are correct**. **↓**  🞎 Recitals 🞎 Assignments 🞎 Addenda’s  🞎 Amendments / Supplemental |  |  |
| 🞎 | Tenant has accepted possession of the premises |  |  |
| 🞎 | **Request Accounting for reconciliation**  and fill out $$ portion. |  |  |
| 🞎 | GMAR |  |  |
| 🞎 | Rent paid through a certain date |  |  |
| 🞎 | No Defaults |  |  |
| 🞎 | Schedule of Gross Receipts due |  |  |
| 🞎 | Are Schedule of Gross Receipts current |  |  |
| 🞎 | If applicable, required construction Completed |  |  |
| 🞎 | **Certificate of Liability Insurance**  \_\_\_ Liability Insurance  \_\_\_ Property Insurance |  |  |
| 🞎 | **Check for Deeds of Trust** |  |  |
| 🞎 | *If applicable* **- Statement from lender** on the payoff balance |  |  |
| 🞎 | *If applicable* **- Reconveyance** of any prior Deed of Trust encumbering the trust land. |  |  |
|  | **REVIEWER** | DATE | **SIGNATURE** |
|  | Realty Specialist’s Recommendation for :  Approval or Disapproval. |  |  |
|  | Realty Officer’s Review and concurrence:  Approval or Disapproval. |  |  |
|  | Superintendent’s review and concurrence:  Approval or Disapproval. |  |  |