

**Crown Lands and Property Agency**  
**Application for Assignment (under *The Crown Lands Act c.C340*)**

Please check one (✓)  
 Permit  
 Lease  
 Licence of Occupation



Crown Lands and Property Agency

**THIS PAGE TO BE COMPLETED BY THE EXISTING LEASE/PERMIT/LICENCE HOLDER (ASSIGNOR)**

I, (Holder 1) \_\_\_\_\_  
(Assignor) (Please print Name) (Mailing Address)

Phone No. (Work) \_\_\_\_\_ Phone No. (Home): \_\_\_\_\_

I, (Holder 2) \_\_\_\_\_  
(Assignor) (Please print Name) (Mailing Address)

Phone No. (Work) \_\_\_\_\_ Phone No. (Home): \_\_\_\_\_

being the holder(s) of (or signatory for the holder of) Lease/Permit/Licence of Occupation No. \_\_\_\_\_ which expires \_\_\_\_\_ covering the following land (provide full description) \_\_\_\_\_

\_\_\_\_\_ do hereby in consideration of the sum of \$ \_\_\_\_\_ (receipt of which is hereby acknowledged) and other valuable consideration paid to me by:

Proposed Holder 1 \_\_\_\_\_  
(Assignee) (Please print Name in full) (Mailing Address)

Proposed Holder 2 \_\_\_\_\_  
(Assignee) (Please print Name in full) (Mailing Address)

assign all my/our right, title and interest in and to the Lease/Permit/Licence to the Assignee (Purchaser), conditional upon this assignment being approved by Manitoba.

Current Approved Use: \_\_\_\_\_

Existing Buildings: \_\_\_\_\_

I/We further certify that all appurtenances (buildings, etc) on the land have been granted, transferred and assigned to the Assignee (Purchaser), conditional upon this assignment being approved by Manitoba.

I/We further certify that I/we have not entered into any agreement or arrangement of any kind to grant, assign or transfer my/our interest in the Lease/Permit/Licence or any or all of the appurtenances (buildings, etc.) on the land to anyone else other than the Assignee (Purchaser), except for security purposes (if applicable). I/We further certify that all taxes, rents and fees are paid in full.

\_\_\_\_\_  
 Witness Signature  
 \_\_\_\_\_  
 Witness Name (PRINTED)

\_\_\_\_\_  
 Existing Holder No. 1 (Assignor) Signature  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Witness Signature  
 \_\_\_\_\_  
 Witness Name (PRINTED)

\_\_\_\_\_  
 Existing Holder No. 2 (Assignor) Signature  
 \_\_\_\_\_  
 Date

**Proposed Holder(s) (Assignees) complete pages 2, 3 (& 4 if applicable)**

**The following, if applicable, must be attached to this Application for Assignment:**

- |                                                                                                                                                 |                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <input type="checkbox"/> Assignment Fee (\$50.00)                                                                                               | <input type="checkbox"/> Copy of Bill of Sale for bldgs. on the land                   |
| <input type="checkbox"/> Current Original Lease/Licence (if applicable)                                                                         | <input type="checkbox"/> Complete Release and Indemnification                          |
| <input type="checkbox"/> Copy of Paid Tax Receipt from local Taxing Authority                                                                   | <input type="checkbox"/> Copy of LAC License (for Lodge or Outcamp)                    |
| <input type="checkbox"/> Copy of Death Certificate (if applicable)                                                                              | <input type="checkbox"/> Copy of Registered Trapper's License (if for Trappers' Cabin) |
| <input type="checkbox"/> Copy of Current Certificate of Status                                                                                  | <input type="checkbox"/> Copy of Commercial Fisherman License (if for Fish Camp)       |
| <input type="checkbox"/> Copy of Grant of Probate /or/ Letters of Administration (if applicable)                                                |                                                                                        |
| <input type="checkbox"/> Letter from Registered Collateral Holder regarding status of Collateral Recording (if applicable)                      |                                                                                        |
| <input type="checkbox"/> Copy of approval and endorsed change or alteration in membership form under <i>The Business Names Registration Act</i> |                                                                                        |
| <input type="checkbox"/> Site Sketch Plan required, to include the size and boundaries of the property and existing buildings with measurements |                                                                                        |

**FOR LANDS BRANCH USE ONLY:**  
 CQ/MO/CA\$ \_\_\_\_\_ MRO \_\_\_\_\_  
 CD: \_\_\_\_\_ CN: \_\_\_\_\_  
 Rev Code: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Parcel ID No. \_\_\_\_\_  
 Disposition Type & No. \_\_\_\_\_

**FOR CASHIER USE ONLY:** (Rev Code: 8-15-1)

This assignment has been approved and registered in Lands Branch as No. \_\_\_\_\_ - Electronic \_\_\_\_\_  
 Initial

Authorized Signing Officer for the Minister responsible for the Crown Lands & Property Agency \_\_\_\_\_ Date Assignment Registered \_\_\_\_\_

**THIS PAGE TO BE COMPLETED BY THE PROPOSED HOLDER(S) (ASSIGNEES)**

Individual applicant (this includes any unincorporated business entity)

I (WE) request the Lease/Permit/Licence be registered in the following names:

**1(a) Proposed Holder No.1 (Individual)**

Full Legal Name

Client No.  LAST (Please Print) FIRST MIDDLE

Mailing Address \_\_\_\_\_  
Postal Code \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Year/Month/Day

E-mail address: \_\_\_\_\_ Name of Employer: \_\_\_\_\_

Are you a resident of Manitoba? Yes  No  Canada: Yes  No

**1(b) Proposed Holder No. 2 - (If applicable):**

(Note: A maximum of two (2) individuals are permitted to be named as holders of a lease, permit or licence)

Full Legal Name

Client No.  LAST (Please Print) FIRST MIDDLE

Mailing Address \_\_\_\_\_  
Postal Code \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Year/Month/Day

E-mail address: \_\_\_\_\_ Name of Employer: \_\_\_\_\_

Are you a resident of Manitoba? Yes  No  Canada: Yes  No

**If two applicants – Please specify how you intend to hold your interest in the Lease/Permit/Licence:**

Specify:  As Joint Tenants –Upon the death of one, the remaining Tenant acquires the entire interest. The interest in the Lease/Permit/Licence does not form part of the Estate of the Deceased - referred to as the Law of Survivorship.

As Tenants in Common - Upon the death of one, the interest in the Lease/Permit/Licence does not automatically go to the remaining Tenant. Law of Survivorship does not apply.

**PROPOSED HOLDER(S) (ASSIGNEES) MUST COMPLETE PAGE 3**

**1(c) Corporation or Government Applicant**

Registered Name: \_\_\_\_\_ Ph. Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax : \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street Address PO Box# City Province Country

Postal Code: \_\_\_\_\_ Authorized Signing Officers: \_\_\_\_\_  
(Please print)

Type of Organization:  Corporation  Government Department  Government Agency  Other \_\_\_\_\_

**Companies - Include Current Copy of Certificate of Status**

Please complete section 2(c) – page 4

**Important Information:**

- Completion of this form is a REQUEST to transfer a Crown land disposition into another name and does not authorize the transaction to occur. Lands Branch will review the request and advise of the decision upon completion of the review.
- This assignment deals only with the Permit/Lease/Licence for the Crown land. Any agreement concerning buildings or improvements on the land should be conditional on the assignment being approved by Manitoba. It is recommended you consult your lawyer.
- An application for change in use or terms must accompany this assignment application if a change to the use of the land or additional construction is proposed.

**THIS PAGE TO BE COMPLETED BY THE PROPOSED HOLDER No. 1 (ASSIGNEE) and if applicable, proposed holder No. 2**

**2. DECLARATIONS**

**Definitions:**

**"Employee"** means a person employed in the departments of Sustainable Development, Department of Agriculture, or Department of Manitoba Infrastructure, and includes casual, departmental, part-time, term, and regular employees.

**"Immediate Family Member"** of an Employee or Officer means his or her mother, father, brother, sister, son, daughter, spouse, common-law partner, ward, or relative permanently living in the Employee's or Officer's household.

**"Officer"** means a person who holds an office under *The Crown Lands Act*.

**2 (a) Proposed Holder No. 1**

**Individual applicants (this includes any unincorporated business entity) must answer the following questions:**

Are you: - An Employee of Manitoba Sustainable Development?  Yes  No  
- An Employee of Manitoba Agriculture?  Yes  No  
- An Employee of Manitoba Infrastructure?  Yes  No

Do you: Hold an office under *The Crown Lands Act*?  Yes  No

Are you: - An Immediate Family Member of an Employee or Officer of Manitoba Sustainable Development?  Yes  No  
- An Immediate Family Member of an Employee or Officer of Manitoba Agriculture?  Yes  No  
- An Immediate Family Member of an Employee or Officer of Manitoba Infrastructure?  Yes  No

**If yes:** Name of Employee \_\_\_\_\_  
Relationship to Proposed Holder: \_\_\_\_\_

**(A separate form of declaration may be required to be completed by the Employee).**

I hereby certify that all information given in this application is true in substance and in fact; that I am over the age of eighteen years, and that I will not commence any construction development on the site until I have received written approval of this application.

\_\_\_\_\_  
Witness Signature Signature of Proposed Holder No. 1 (Assignee)

\_\_\_\_\_  
Witness Name (printed) Date

**2 (b) Proposed Holder No. 2 (if applicable)**

**Individual applicants (this includes any unincorporated business entity) must answer the following questions:**

Are you: - An Employee of Manitoba Sustainable Development?  Yes  No  
- An Employee of Manitoba Agriculture?  Yes  No  
- An Employee of Manitoba Infrastructure?  Yes  No

Do you: Hold an office under *The Crown Lands Act*?  Yes  No

Are you: - An Immediate Family Member of an Employee or Officer of Manitoba Sustainable Development?  Yes  No  
- An Immediate Family Member of an Employee or Officer of Manitoba Agriculture?  Yes  No  
- An Immediate Family Member of an Employee or Officer of Manitoba Infrastructure?  Yes  No

**If yes:** Name of Employee \_\_\_\_\_  
Relationship to Proposed Holder: \_\_\_\_\_

**(A separate form of declaration may be required to be completed by the Employee).**

I hereby certify that all information given in this application is true in substance and in fact; that I am over the age of eighteen years, and that I will not commence any construction development on the site until I have received written approval of this application.

\_\_\_\_\_  
Witness Signature Signature of Proposed Holder No. 2 (Assignee)

\_\_\_\_\_  
Witness Name (printed) Date

**2 (c) Proposed Holder - Private Corporate applicants must answer the following questions:**

Is any shareholder of the applicant corporation:

- An Employee of Manitoba Sustainable Development?  Yes  No
- An Employee of Manitoba Agriculture?  Yes  No
- An Employee of Manitoba Infrastructure?  Yes  No
- An Officer under *The Crown Lands Act*  Yes  No

Is any shareholder of the applicant corporation:

- An Immediate Family Member of an Employee or Officer of Manitoba Sustainable Development?  Yes  No
- An Immediate Family Member of an Employee or Officer of Manitoba Agriculture?  Yes  No
- An Immediate Family Member of an Employee or Officer of Manitoba Infrastructure?  Yes  No

If yes: Name of Employee \_\_\_\_\_ Relationship to Shareholder: \_\_\_\_\_

(A separate form of declaration may be required to be completed by the Employee).

If the answer to any questions under 2(c) is "No", the following undertaking is applicable and the applicant corporation agrees to comply with it: The applicant corporation hereby undertakes not to permit any of its shares to be issued or transferred to an Employee or Officer or Immediate Family Member, as defined herein, without first obtaining the approval of Manitoba.

Please include a current Corporation Status Report verifying that your company is in valid status.

I hereby certify that all information given in this application is true in substance and in fact; that I am over the age of eighteen years, and that I will not commence any construction development on the site until I have received written approval of this application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Signing Authority

**PERSONAL INFORMATION PROVISIONS**

This personal information is being collected under the authority of *The Crown Lands Act* and will be used for future communications and establishing a client account.

This information is protected by the privacy provisions of *The Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this information, contact the Access & Privacy Coordinator, 17<sup>th</sup> Floor, 215 Garry Street, Winnipeg MB R3C 3Z1 phone: (204)945-3881.

**Fee: \$50.00 per application (no GST required)**

Send application & fee to:  
Crown Lands & Property Agency  
Lands Branch  
308-25 Tupper Street N  
Portage la Prairie, MB R1N 3K1

Please do not send cash.  
Cheque or money order should be made payable to: The Minister of Finance

**Inquiries/Assistance:**

Manitoba Infrastructure & Transportation  
Crown Lands & Property Agency, Lands Branch  
308 – 25 Tupper Street North  
Portage la Prairie MB R1N 3K1  
Phone: (204) 239-3510 Fax (204) 239-3560

**Regional Land Managers (MB Conservation and Water Stewardship):**

- Interlake & Red River Region - Gimli: (204) 641-1176
- Eastern Region – Winnipeg (204) 345-1452
- Western Region – Brandon: (204) 761-7538
- Northwest Region – The Pas: (204) 627-8252
- Northeast Region – Thompson: (204) 679-0987

**RELEASE AND INDEMNIFICATION  
STANDARD**

IN THE MATTER OF CROWN LAND PERMIT/LEASE NO. \_\_\_\_\_

covering \_\_\_\_\_

I/We, \_\_\_\_\_ (hereinafter referred to as "The Permittee/Lessee") acknowledge that I/we have been informed by representatives of Manitoba Conservation that the above-noted premises are located wholly or partially below flood protection levels and accordingly the said premises may be liable to frequent flood.

THE PERMITTEE/LESSEE(S) agree(s) that any buildings, including any buildings existing at the date of the approval of this permit, on the premises shall be maintained entirely at my/our own risk, and I/we agree to assume full responsibility for any damage or injury to persons or property situated on the premises resulting from flooding, erosion, ice damage, or temporary or permanent loss of land accessibility. The Permittee/LESSEE(s) agree not to institute any action or make any claim against the Lessor or any employee or agent of the Lessor, including Manitoba Hydro, in respect of damage to any building or personal property or in respect of any personal injury caused by or related to flooding, whether or not the damage was occasioned by flooding resulting from the regulation or control of the adjacent waterway by the Lessor or Manitoba Hydro.

THE PERMITTEE/LESSEE(S) agree(s) to indemnify and save harmless the Lessor and all employees and agents of the Lessor, including Manitoba Hydro, from and against all claims, liabilities and demands in respect of any damage to property or personal injury located on the premises, which has been caused by flooding, erosion, ice damage, or temporary or permanent loss of land accessibility.

The PERMITTEE/LESSEE(S) agree not to institute any action or make any claim against the local government authority with respect to damage to any building or personal property or any injury to persons located on the premises that may be caused by flooding as described herein and The Permittee/LESSEE(s) agree to enter into a written agreement with the Municipality if the Municipality deems it necessary.

IN WITNESS WHEREOF we have hereunto set our hand and seal on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SIGNED, SEALED AND DELIVERED )  
in the presence of ) \_\_\_\_\_  
)  
)  
)  
)  
)  
) \_\_\_\_\_



E-mail: [clpainfo@gov.mb.ca](mailto:clpainfo@gov.mb.ca)

**Consent Form to Receive Communications Electronically**

If you wish to receive communications from Crown Lands and Property Agency (CLPA) electronically, and haven't already submitted this form, please return this completed form to: Crown Lands and Property Agency, Room 308 – 25 Tupper Street N, Portage la Prairie, MB R1N 3K1, fax to 204-239-3560, or scan and email the completed and signed form to: [clpainfo@gov.mb.ca](mailto:clpainfo@gov.mb.ca) . Questions may be directed to the email address or phone numbers listed above.

**FILL ALL INFORMATION OUT IN ITS ENTIRETY**

Primary Client Name \_\_\_\_\_ Client Number \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**Terms and Conditions:**

By completing this form, the primary client acknowledges and elects to receive notices and other communications, including correspondence relating to account activities, electronically. It is the primary client's responsibility to advise CLPA of email address changes. The primary client acknowledges that upon submission of this form, paper communications will no longer be delivered by regular mail. The primary client may elect to change this process, or to request a paper copy of any communication, at any time by submitting a request in writing to the address listed above. If your lease/permit is issued in more than one name, communications will be directed to the email address provided on this form. We may always, in our sole discretion, provide you with any communication in writing, even if you have chosen to receive it electronically.

**Delivery:**

All electronic communications provided by CLPA, including your account summary statement, will be deemed to be received on the day that the communication is emailed, even if the electronic communication is not accessed by you for any reason.

It is the primary client's sole responsibility to ensure email service settings and any anti-spam filters are adjusted to ensure that email correspondence is received from CLPA, and that you can open/read the communication with your system. Failure to receive email notifications or an inability to access electronic statements for any reason does not constitute an exception to the lessees' obligation to pay the account balance on time as required by the lease/permit agreement and the lessee(s)/permittee(s) are still bound by our statements and notices.

Primary Client Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Please submit completed form to CLPA via mail to the address at the top of this form, via fax to 204-239-3560 or e-mail to [clpainfo@gov.mb.ca](mailto:clpainfo@gov.mb.ca)



# CLPA

Crown Lands and Property Agency

Terres domaniales et acquisition foncière

25, rue Tupper Nord, bureau 308  
Portage-la-Prairie (Manitoba) R1N 3K1  
Tél. : 204 239-3510 Téléc. : 204 239-3560  
Sans frais : 1 866 210-9589

Courriel: [clpinfo@gov.mb.ca](mailto:clpinfo@gov.mb.ca)

## **Formule de consentement à la réception des communications par voie électronique**

Si vous souhaitez recevoir les communications de terres domaniales et acquisition foncière par voie électronique et que vous n'avez pas déjà envoyé la présente formule, veuillez envoyer la formule remplie à l'adresse suivante : Terres domaniales et acquisition foncière, 25, rue Tupper Nord, bureau 308, Portage-la-Prairie (Manitoba) R1N 3K1 ou par télécopieur au 204 239-3560. Vous pouvez également numériser la formule dûment remplie et signée et l'envoyer par courriel à l'adresse : [clpinfo@gov.mb.ca](mailto:clpinfo@gov.mb.ca). Si vous avez besoin de plus amples renseignements, veuillez communiquer avec nous à l'adresse de courriel ou aux numéros de téléphone indiqués plus haut.

### **VEUILLEZ REMPLIR LA FORMULE AU COMPLET**

Nom du client principal \_\_\_\_\_ N° de client \_\_\_\_\_

Adresse \_\_\_\_\_

N° de téléphone \_\_\_\_\_

Courriel \_\_\_\_\_

### **Conditions:**

En remplissant la présente formule, le client principal choisit de recevoir par voie électronique les avis et les autres communications, y compris la correspondance concernant les activités de son compte. Il incombe au client principal d'informer Terres domaniales et acquisition foncière de tout changement d'adresse de courriel, le cas échéant. Le client principal reconnaît qu'une fois qu'il aura envoyé la formule, il ne recevra plus de communications par la poste en version papier. Le client principal peut décider de changer ce processus, ou de demander une copie papier de toute communication, à tout moment en envoyant une demande par écrit à l'adresse indiquée ci-dessus. Si votre bail ou votre permis contient plus d'un nom de titulaire, les communications seront dirigées à l'adresse électronique fournie sur la présente formule. Nous pouvons toujours, à notre discrétion exclusive, vous fournir toute communication par écrit, même si vous avez choisi de la recevoir de façon électronique.

### **Transmission des documents:**

Tout document que Terres domaniales et acquisition foncière fait parvenir à un client par voie électronique, y compris le sommaire de son compte, sera réputé être reçu par le client le jour où la communication a été envoyée par courriel, même si le client n'accède pas au document électronique pour quelque raison que ce soit. Il est de la responsabilité exclusive du client principal de modifier les paramètres de son service de courriel ou de tout filtre antipourriel, le cas échéant, de façon à ce qu'il reçoive la correspondance de Terres domaniales et acquisition foncière. Il incombe également au client principal de pouvoir ouvrir et de lire les communications avec son système. L'incapacité de recevoir des avis par courriel ou d'accéder à ses relevés électroniques, pour quelque raison que ce soit, ne dispense pas le titulaire de son obligation de payer le solde de son compte à temps, conformément aux conditions de son bail ou permis. Le titulaire du bail ou du permis demeure lié par nos relevés et avis.

Signature du client principal \_\_\_\_\_

Date \_\_\_\_\_

Nom en lettres moulées \_\_\_\_\_

Veuillez envoyer la formule dûment remplie à Terres domaniales et acquisition foncière par la poste, à l'adresse figurant en haut de la présente formule, par télécopieur au 204 239-3560, ou par courriel à l'adresse [clpinfo@gov.mb.ca](mailto:clpinfo@gov.mb.ca).