

INSTRUCTIONS FOR COMPLETING ASSIGNMENT OF SUBLEASE

The Assignment is available in two sizes – Legal size (4 pages) and Letter size (5 pages).

- If you print off the legal size, be certain to use 8.5" x 14" paper

Current cost to record:

[Click here for legal sized form](#)

- \$28.00 for the first two pages
- \$8.00 for each additional page
- \$4.00 for marginal notation

[Click here for letter sized form](#)

First Page – First Paragraph – this refers to the present transaction:

- Assignor is the person that has the slip (current slip holder)
- Assignee is the person to whom the slip will be transferred

First Page – Second Paragraph – this refers to the prior transaction:

- Date of the prior Sublease or Assignment
- The Vol. and Page (on older leases) or the Record File Number (on newer leases) of the lease of the prior slip holder to the current slip holder
- Name of the prior slip holder
- Name of the current slip holder

Notary Section – Be certain to sign IN FRONT of notary:

- If the same person is notarizing all signatures, you can eliminate the last page of the document
- If there are different notaries, be certain that the notary only notarizes those signatures done in their presence.