

## 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 size form](#)

- \$20.00 for the first two pages
- \$8.00 for each additional page
- \$4.00 for marginal notation

[Click here for letter size form](#)

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

- Assignor is the person that has the slip
- Assignee is the person to whom the slip will be transferred

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

- 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.

**It is recommended that the assignment be signed in duplicate with one copy going to the seller and the other going to the buyer. Although the buyer usually handles the recording, either party can record the assignment with the Erie County Recorder.**