

Bureau of Indian Affairs – Palm Springs Agency  
Checklist for AMENDMENT/SUPPLEMENTAL of Master Lease

REVIEW	ITEMS TO CONSIDER	CROSS REFERENCE	STAFF COMMENTS / NOTES
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***Any provision changed by an Amendment must comply with our Mandatory provisions contained in 25 CFR part 162.413***

**§162.448(a) We can disapprove an Amendment if:**

1) Landowners have not consented; 2) Lessee's mortgagees or sureties have not consented; 3) Lessee is in violation of the lease; 4) The requirements of this subpart have not been met; or 5) We find a compelling reason to withhold approval. (a), (b) & (c).

	Realty Specialist assigned to project		
	Lease Number / TAAMS ID Number		
	Allotment, Section, Township, Range and Acres		
	Lessor - (if a life estate see §162.004)		
	Lessee		

REQUIRED DOCUMENTATION FOR A COMPLETED PACKAGE FOR APPROVAL		LESSEE TO FILL OUT THIS PORTION
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1. <input type="checkbox"/>	<p><b>Amendment</b> submitted to the Agency for review and approval. <i>(Parties submit no less than 2-3 originals to the Agency for review and approval of Amendment)</i></p>	<b>Tab 1</b>	<p>Title:</p> <p>How many originals received:</p>
2. <input type="checkbox"/>	<p><b>Landowner Consents:</b> 162.446(a) The Lessee must notify all landowners. <i>(The Amendment must meet the required % percentage of landowners consents):</i></p> <p style="padding-left: 40px;">1 to 5 = 90% 6 to 10 = 80 % 11 to 19 = 60% 20 or more = 50%</p> <p>With Notary acknowledgements</p>		Percentage of requirements obtained:
3. <input type="checkbox"/>	<p><b>Case Initiation Letter Received</b> <i>(Letter of intent - explaining proposal.)</i> <i>(BIA to Encode in Realty Tracking)</i></p>	<b>Tab 2</b>	<p>Date received:</p> <p>Due Date for Acknowledgement Letter:</p>
4. <input type="checkbox"/>	<p><b>Administrative Fee Paid:</b> _____ <i>(Cost \$2,000.00)</i></p> <p>___ \$500 Rush Status (5 to 10 days) ___ \$250 Pre-review before executed document ___ \$250 for BIA additional services</p> <p>Payable to the "ACBCI Commercial" Palm Springs Agency PO Box 2245, Palm Springs CA 92263</p>	<b>Tab 3</b>	
5. <input type="checkbox"/>	What is being Amended?		

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6. <input type="checkbox"/>	<b>Submit Corporate Documents:</b> ___ Articles of Incorporation/CORP/LLC/HOA ___ Partnership Agreement/LP ___ Articles of Organization or Certificate of Formation/LLC ___ Financial Statement/Certificate of Good Standing/ or Credit Report ___ Fictitious Name Filing ___ Homeowner’s Association (List of Officers) ___ Evidence of signing authority (needs to match the Signatures on the Amendment	<b>Tab 4</b>	
7. <input type="checkbox"/>	<b>Certificate of Liability Insurance Must state the following:</b>  <b>Example:</b> <i>Business Lease No. PSL-XXX, NAME OF LEASE            Additional insured parties: The United States Department of Interior, Bureau of Indian Affairs-Palm Springs Agency, Indian landowners (Lessors) (names) or heirs of . . . and their Allotment(s): 12x, 12x</i>	<b>Tab 5</b>	Expiration date: ___ Liability Insurance ___ Property Insurance
8. <input type="checkbox"/>	<b>Preliminary Title Report</b>	<b>Tab 6</b>	
9. <input type="checkbox"/>	162.448(2) <b>Have the lessee’s mortgagees or sureties consented?</b>  <ul style="list-style-type: none"> <li>• Date of last DOT and amount?</li> <li>• Check internet for UDOT’s – are there any?</li> </ul>	<b>Tab 7</b>	
10. <input type="checkbox"/>	If applicable, <b>APPRAISAL</b> Date request: For Extensions/GMAR/  Wavier (100% consents) Yes or No	<b>Tab 8</b>	Date re’d: MR estimate:
11. <input type="checkbox"/>	<b>(BIA) Run a Title Status Report</b>  ___ Need to verify legal and acreage is correct ___ No outstanding encumbrances on the leased premises	<b>Tab 9</b>	Date of report:
12. <input type="checkbox"/>	<b>(BIA) Categorical Exclusion Exception Review (CEER)</b> <i>If change in land use.</i>	<b>Tab 10</b>	
13. <input type="checkbox"/>	<b>(BIA) Request reconciliation</b> from accounting on the Master Lease, if applicable, to ensure the lease and sublease are not in default. Request if Certified Statements of Gross Receipts have been received.	<b>Tab 11</b>	Date requested: Date received: Any amounts Due: Statements of Gross Receipts:

**We have 30 days from receipt of a “COMPLETE PACKAGE” the executed Amendment/Supplemental, proof of required consents, and required documentation to approve or disapprove the amendment.**