



# Application for Lease Transfer

**BEFORE COMPLETING THE FORM, PLEASE READ THE INFORMATION ON THE BACK**

<b>ORIGINAL LESSEE</b>	File No.: _____	
<b>1 IDENTITY</b> _____ <small>NAME AND GIVEN NAME OF INDIVIDUAL OR COMPANY NAME (CAPITAL LETTERS)</small>		
<b>2</b> Complete only if lessee is a group of individuals, an association or a company. <b>REPRESENTED BY:</b> _____ <small>NAME AND GIVEN NAME OF REPRESENTATIVE</small> <span style="float:right;"><small>FUNCTION</small></span>		
<b>3 ADDRESS</b> _____ <small>(Lessee or representative)</small> <span style="float:right;">Postal code: _____</span>		
<b>4 MORTGAGEE</b> Are constructions erected or put in place on the lot are subject to a mortgage? <span style="float:right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> In the affirmative, please indicate the name and address of mortgagee: <b>NAME</b> _____ <b>ADDRESS</b> _____ <span style="float:right;">Postal code: _____</span>		
<b>5 LAND FOR BUILDING COTTAGES</b> Was the land for which you are applying for a lease transfer awarded pursuant to the drawing of parcels of land for building cottages after October 1, 2010? <span style="float:right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> <b>In the affirmative, please answer the following questions:</b> 1 – What is the date of the first lease awarded following the drawing? _____ <span style="float:right;"><small>Yr Mo Day</small></span> 2 – Is there a building with a minimum value of \$10,000 on this land? <span style="float:right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> 3 – Was the building sold by judicial sale, for non-payment of taxes or for the exercise of a mortgage right? <span style="float:right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> 4 – Does the request concern a lease transfer to your legal or de facto spouse, father, mother, brother, sister or child? <span style="float:right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> 5 – Is the lease transfer requested pursuant to the lessee's death? <span style="float:right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>		
<b>6 SWORN STATEMENT (S) (under oath, if request is transmitted by mail.)</b> I or we hereby declare having read the information on the reverse side of this form and having provided accurate information, and I or we request the MRC de Témiscamingue to proceed with the transfer of rental rights to the lease of the new lessee.		
_____ <small>SIGNATURE</small>	_____ <small>BIRTH DATE</small> <small>Yr Mo Day</small>	
_____ <small>SIGNATURE OF COMMISSIONNER OF OATH</small>		
<b>Solemnly affirmed before me,</b> <b>at</b> _____ <b>this</b> _____		
<b>NEW LESSEE</b>		
<b>1 IDENTITY</b> _____ <small>NAME AND GIVEN NAME OF INDIVIDUAL OR COMPANY NAME (CAPITAL LETTERS)</small>		
<b>2</b> Complete only if lessee is a company. <b>REPRESENTED BY:</b> _____ <small>NAME AND GIVEN NAME OF REPRESENTATIVE</small> <span style="float:right;"><small>FUNCTION</small></span>		
<b>3 ADDRESS</b> _____ <small>(New lessee or representative)</small> <span style="float:right;">Postal code: _____</span>		
<b>4 TELEPHONE NUMBERS</b> <small>(New lessee or representative)</small>	Home: _____ Other: _____	<b>E-MAIL:</b> _____
<b>5 STATEMENT</b> I hereby declare having read the information provided on the reverse side of this form, and request the MRC de Témiscamingue to issue a new lease in accordance with conditions in effect for the same land, which will be used for the same purposes.		
_____ <small>SIGNATURE</small>	_____ <small>BIRTH DATE</small> <small>Yr Mo Day</small>	
<b>FOR MRC USE ONLY</b>		
<small>(If application submitted in person)</small>		
Verification of original identity documents <span style="float:right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>		

## INFORMATION

- 1) Personal information is gathered for the application of laws, regulations and programs under the authority of the Minister of Natural Resources.
- 2) The lessee of a land under lease with the MRC de Témiscamingue may ask that the rights included in his or her lease be transferred to a new lessee. The seller and the buyer are responsible for conducting the transaction involving buildings and improvements; consequently, this form shall by no means serve as a sale contract. The seller and the buyer may, should they deem it necessary, consult a notary or a private lawyer.
- 3) Any lease amount due must be paid in full prior to transferring the lease. It is the original lessee's responsibility to pay any amount due to the MRC prior to making the transfer. However, the new lessee, if he or she so wishes, may settle the original lessee's debt in order to use the land being transferred. It is the responsibility of the original lessee and the new lessee to agree on the breakdown of the rent not accrued but paid by the original lessee. The MRC shall pay no reimbursement to the original lessee; however it will credit any portion of the rent not accrued but paid by the original lessee from the date of entry into force of the new lease. **We inform you that you are responsible for ensuring that the occupancy you wish to acquire is in accordance with the clauses and designation of the lease you are requesting the transfer. You will find annexed, the document "Ethics and rules" which reminds you of the main elements to respect, in addition to clauses included in the lease.**
- 4) In compliance with section 29.1 of the *Règlement sur la vente, la location et l'octroi de droits immobiliers sur les terres du domaine de l'État* (Regulation respecting the sale, lease and granting of immovable rights on lands in the domain of the State), the lessee of land for building cottages, awarded by drawing of lots after October 1, 2010, may not transfer his or her rights in the lease for five (5) years following the date of the first lease; this does not apply if:
  - The lessee constructed a building of a minimum value of \$10,000 on the leased land;
  - The building on the leased land was sold by judicial sale, for non-payment of taxes or for the exercise of a mortgage right;
  - The transfer is made in favor of the lessee's legal or de facto spouse, father, mother, brother, sister or child, or following the lessee's death.
- 5) Once the transfer is made, the lease with the original lessee is cancelled and a new lease is concluded between the new lessee and the MRC. The new lease shall be issued in compliance with the conditions prevailing at the time of its award.
- 6) If the original lessee has benefited from a rental increase spreading measure by virtue of section 28.4 of the *Règlement sur la vente, la location et l'octroi de droits immobiliers sur les terres du domaine de l'État* (Regulation respecting the sale, lease and granting of immovable rights on lands in the domain of the State), the said measure ends when the lease is awarded to the new lessee.
- 7) The new lease is issued to only one natural person or incorporated legal person. If the lessee is a group of individuals, the group must appoint a representative, and the lease will be issued in his or her name. It is the responsibility of the group members to agree on the person they should appoint as their representative.
- 8) The new lessee must pay the administrative charges related to the issuance of the new lease; these charges amount to \$337 plus GST plus QST (\$387.47) if the lease is issued for the same land and if the land will be used for the same purposes. Administrative charges are adjusted on April 1<sup>st</sup> each year according to the change in the average Consumer Price Index for the preceding year, based on the index established for the whole of Québec by Statistics Canada. This fee can be paid in cash or by Interac at the MRC office, or by cheque or money order payable to the MRC de Témiscamingue.
- 9) If the form is submitted in person to the office of the MRC, the "original lessee" or the "original lessee and the new lessee" must show an original identity card at the time of signature of the form at the office of the MRC. If the form is sent by mail to the office of the MRC, or if new lessee submits it in person thereto, the original lessee must first produce a sworn statement before a commissioner of oath, who will certify the authenticity of the original lessee's signature. To find contact information for a commissioner of oath, consult the *Registre des commissaires à l'assermentation*, or contact Services Québec. Charges not exceeding \$5 may apply for every oath taken.
- 10) The form, once completed and signed by the original lessee and the new lessee, must be returned by mail to the office of the MRC de Témiscamingue to the following address:

Caisses Desjardins :

- By going directly to your caisse populaire (SIPC 09946) · By paying online through Accès D Desjardins online services and entering « MRC Témiscamingue Baux de villégiature (QC) » under « fournisseur » you must then enter your file number (11 numbers) that you will find at the bottom right hand corner of your voucher.
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  - By phone (only for a payment with your credit card ) by dialing 819 629-2829 extension 203 or by using our toll free number : 1 855 622-6728 (MRCT) extension 203.
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  - By mail (cheque, mail order)
- The cheque or mail order must be filled out to « MRC de Témiscamingue ». Cash payments must cover the exact amount due.
- In person (debit, credit card, cash) :
- By going to the MRC de Témiscamingue office during office hours : Monday through Friday from 8 :30 to 12 :00 and from 1pm to 4 :30PM.

MRC de Témiscamingue  
Service des baux  
21, rue Notre-Dame-de-Lourdes, bureau 209  
Ville-Marie (Québec) J9V 1X8  
Phone: 819 629-2829 ext. 203  
Toll-free: 1 855 622-6728 ext. 203  
Fax: 819 629-3472  
E-mail: [syndia.belanger@mrctemiscamingue.qc.ca](mailto:syndia.belanger@mrctemiscamingue.qc.ca)  
Website: [www.mrctemiscamingue.org](http://www.mrctemiscamingue.org)