



# LEASE REGISTRATION FORM INSTRUCTIONS

## RECORDING A LEASE WITH USEF STEP-BY-STEP GUIDE

SIGNED LEASE AGREEMENT WITH USEF OWNER	NO SIGNED LEASE AGREEMENT WITH USEF OWNER
✓ Complete and submit US Equestrian Lease Registration a. Notary not required with lease agreement	✓ Complete and submit US Equestrian Lease Registration a. Notary required for both Lessor and Lessee's signature b. Lessor signature must match US Equestrian records
✓ Submit copy of signed lease agreement a. MUST have signature of US Equestrian owner	
✓ Submit Lease Registration Fee of \$60.00	✓ Submit Lease Registration Fee of \$60.00

### US EQUESTRIAN NOTICES REGARDING RECORDED LEASE:

- US Equestrian recommends all lessees check the horse's recording status with the Federation
- Lease start date is the received date in-office, not start date of lease agreement
- Lease Registration MUST include end date
- Lessee appears as bona fide owner for duration of lease; at conclusion of recorded lease, horse returns to USEF owner's name

### STEPS TO RENEW A RECORDED LEASE:

- Submit signed document with new end date of lease
  - Must have signature of lessor and lessee
  - Must be in-office before conclusion of lease to avoid lapse
  - Original lease offering extension is not accepted



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Name of Horse \_\_\_\_\_ USEF # \_\_\_\_\_  
 Lessor/Owner's Name \_\_\_\_\_ Membership # \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Lessee's Name \_\_\_\_\_ Membership # \_\_\_\_\_  
 Address (as entered in competition) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Effective Date of Lease \_\_\_\_\_ Expiration Date of Lease \_\_\_\_\_

I HEREBY CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT AND THAT I HAVE ENTERED INTO A LEASE AGREEMENT FOR THE ABOVE PERIOD OF TIME.

**LESSOR INFORMATION (Notice: This document must be notarized to be considered valid)**

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ Lessor Signature \_\_\_\_\_  
 By \_\_\_\_\_  
 State of \_\_\_\_\_ County/ Parish of \_\_\_\_\_  
 Notary Public Signature \_\_\_\_\_  
 (Notary, please add stamp showing date commission expires)



**LESSEE INFORMATION (Notice: This document must be notarized to be considered valid)**

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ Lessee Signature \_\_\_\_\_  
 By \_\_\_\_\_  
 State of \_\_\_\_\_ County/ Parish of \_\_\_\_\_  
 Notary Public Signature \_\_\_\_\_  
 (Notary, please add stamp showing date commission expires)



**FEES**

Lease Registration – \$60.00

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UNITED STATES EQUESTRIAN FEDERATION : 4047 IRON WORKS PARKWAY : LEXINGTON, KY 40511 : 859.258.2472 : FAX 859.231.6662 : USEF.ORG

**PAYMENT INFORMATION (Do not detach)**  
 ENTER AMOUNT FROM ABOVE

TOTAL AMOUNT ENCLOSED \$

**PAYMENT METHOD (PLEASE DO NOT SEND CASH)** Make Check Payable to: United States Equestrian Federation

CHECK # \_\_\_\_\_ We also accept  Visa  AMEX or  MasterCard

Card Number:

Exp. Date:  
  /

Card Holder's Name (Print) \_\_\_\_\_

Billing Zip Code

Card Holder's Signature \_\_\_\_\_

## GR1108 Lease Registration.

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1. The Federation encourages all lessors of horses competing in Federation competitions to register the lease with the Federation. A recorded horse must be shown under a lessee's ownership provided an official lease is registered with the Federation.
2. For points to count with respect to any recorded horse at a Federation competition, such agreement or lease registration form (provided by the Federation) and fees must be received by the Federation office on or before the first day of such competition. The lessee becomes the bona fide owner of the horse for the period of the lease (except for Owner classes) for Federation award purposes. The horse must be entered in the ownership of the lessee and must be shown in accordance with GR1110.
3. To be official, a certified copy of a lease agreement or a lease registration form must be registered with the Federation and accompanied by a fee of \$60. Either document must contain a start and end date and be signed by the lessee and the lessor. If a lease is not renewed within 30 days of its expiration, a later renewal will require a \$60 fee. The lease registration with the Federation will then be effective the day the renewal is received by our office.
4. A written statement of termination must be submitted signed by the lessee and the lessor if the lease is terminated before the end date stated in the lease registration form.
5. The Federation does not accept agent signatures. BOD 1/18/09 Effective 4/1/09