



LEASE REGISTRATION FORM INSTRUCTIONS

RECORDING A LEASE WITH USEF STEP-BY-STEP GUIDE

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.

REQUIRED DOCUMENTATION:

Signed copy of lease agreement OR signed and notarized lease registration form.

NOTE REGARDING SIGNATURES:

- Form or lease agreement must be signed by both lessor and lessee
- A parent/guardian must sign for a minor
- The lessor signature must match US Equestrian recorded owner of horse
- If a horse is owned by multiple individuals, all owners must sign the lease agreement
- The Federation does not accept agent signatures

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.

SIGNED LEASE AGREEMENT WITH USEF OWNER	NO SIGNED LEASE AGREEMENT WITH USEF OWNER
<ul style="list-style-type: none"> √ Complete and submit US Equestrian Lease Registration <ul style="list-style-type: none"> a. Notary not required with lease agreement 	<ul style="list-style-type: none"> √ Complete and submit US Equestrian Lease Registration <ul style="list-style-type: none"> a. Notary required for both Lessor and Lessee's signature b. Lessor signature must match US Equestrian records
<ul style="list-style-type: none"> √ Submit copy of signed lease agreement <ul style="list-style-type: none"> a. MUST have signature of US Equestrian owner 	
<ul style="list-style-type: none"> √ Submit Lease Registration Fee of \$60.00 	<ul style="list-style-type: none"> √ 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
- For points to count with respect to any recorded horse at a Federation competition, the Lease Registration form, required documentation, and required fees must be received by the Federation office on or before the first day of the 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.

STEPS TO RENEW A RECORDED LEASE:

- Submit signed document with new end date of lease
 - a. Must have signature of lessor and lessee
 - b. Must be received by the USEF office before conclusion of lease to avoid lapse
 - c. Must be received by the USEF office within 30 days of expiration or \$60 lease fee will be charged to renew



RUSH – \$50

Completion within 3 business days after all necessary paperwork and correct payment amount is received

LEASE REGISTRATION FORM

Name of Horse _____ USEF # _____

Lessor/Owner's Name _____ USEF # _____

Address _____ City _____ State _____ Zip Code _____

Lessee's Name _____ Membership # _____

Address _____ 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

© United States Equestrian Federation® All rights reserved. Reproduction without permission is strictly prohibited.

UNITED STATES EQUESTRIAN FEDERATION : 4001 WING COMMANDER WAY : LEXINGTON, KY 40511 : 859.258.2472 : FAX 859.231.6662 : USEF.ORG

PAYMENT INFORMATION

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

CHECK # _____ We also accept



Card Number: _____

Exp. Date: _____ Zip Code: _____

Card Holder's Name (Print) _____

Card Holder's Signature _____

Subtotal	
Go Green	\$25.00
TOTAL	