

OWNERSHIP TRANSFER & LEASE GUIDE

ABOUT TRANSFERS: [GR1105](#)

EFFECTIVE DATE: Starts when the proper forms with required signatures and fees are received by the USEF office.

USEF POINTS: Ownership records must be up to date by the start of the competition for points to count. See the [USEF Membership Requirements for Horses & Competitors](#) chart for other requirements.

HUNTER/JUMPER/EQUITATION: All documentation and fees must also be submitted to [USHJA](#).

FEES: See chart below. Any transfer application can be expedited for an additional \$100 rush fee.

TRANSFER TYPE	FEE	WHAT DOCUMENT IS UPLOADED?	WHO NEEDS TO SIGN?
Transfer Ownership	\$100	Written authorization <u>or</u> Bill of Sale	The last USEF recorded owner(s) and the new owner(s) <i>Parent/Guardian must sign for minor.</i>
Family Transfer	FREE	Written authorization	The USEF recorded owner(s) and the new owner(s) <i>Parent/Guardian must sign for a minor.</i>
Individual to Organization	FREE	Written authorization	The USEF recorded owner(s). <i>Parent/Guardian must sign for a minor.</i>
Organization to Individual	FREE	Written authorization	The USEF recorded owner(s). <i>Parent/Guardian must sign for a minor.</i>

ACCEPTABLE TRANSFER DOCUMENTATION

Bill of Sale

- USEF does NOT accept agent signatures as authorization for an ownership transfer.
- For horses with multiple owners, all parties' signatures must be included on the bill of sale.

Written Authorization Document

- A document that authorizes transfer of ownership with signatures from both parties.
- If the signature of the last USEF recorded owner is not available, a [Federation Ownership Certification](#) form must be uploaded with one of the following proofs of transfer (*i.e. donation papers, cancelled check, or updated breed papers*).

HOW TO SUBMIT A TRANSFER AGREEMENT

Log in to your My USEF Dashboard Navigate to [Horse Options](#) and select [Horse Transfer](#) Enter the [Horse ID](#) and click on [Get Horse](#) Click [Select](#) to begin the transfer application

UNITED STATES EQUESTRIAN FEDERATION: 4001 WING COMMANDER WAY: LEXINGTON, KY 40511: 859.810.8733: [USEF.ORG](#)

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

ABOUT LEASES: [GR1108](#)

REQUIREMENT: The Federation encourages all lessees of horses competing in USEF competitions to register a lease.

OWNERSHIP: A recorded horse must be shown under a lessee's ownership provided an official lease is registered with USEF. The lessee becomes the bona fide owner of the horse for the duration of the lease.

FEE: The lease registration fee is \$100. The lease start date is the date received in-office, not the start date written on the lease agreement. Lease applications can be expedited for an additional \$100 rush fee.

HUNTER/JUMPER/EQUITATION: All lease registrations and fees must also be submitted to [USHJA](#).

ACCEPTABLE LEASE DOCUMENTATION

LEASE AGREEMENTS & EXTENSIONS

- Both parties (lessor and lessee) must sign the lease agreement.
 - 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.
 - USEF does NOT accept agent signatures for leases.
- The lease agreement must include the start and end date.

HOW TO SUBMIT A LEASE AGREEMENT

*Log in to your My USEF
Dashboard*

*Go to [Horse Options](#)
and [Upload Lease](#) tile*

*Enter [Horse ID](#) and
click on [Get Horse](#)*

*Click [select](#) to begin
the lease application*

EXTENDING A LEASE

LEASE EXTENSIONS: These are FREE, instructions are below. Email into horseservices@usef.org if submitting earlier than 30 days. If submitted after 30 days of the expiration date, a new lease will need to be submitted and will cost the full \$100.

Lease extensions can be completed within 30 days of the original lease's expiration date, and there is no fee. To complete the extension, you will log into the lessee's USEF dashboard and click on the upload lease agreement tile, follow to prompts, then upload your new documentation that shows the extended lease term dates and signatures from both parties.

QUESTIONS?

Any questions, comments, or concerns can be sent directly to horseservices@usef.org, and a horse specialist will respond back to you within 48 business hours.

UNITED STATES EQUESTRIAN FEDERATION: 4001 WING COMMANDER WAY: LEXINGTON, KY 40511: 859.810.8733: USEF.ORG

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