



CLEARWATER LAKE REGIONAL PARK
LEASE RENEWAL, AMENDMENT, TRANSFER & INHERITANCE APPLICATION

PO Box 327, Kyle, SK S0L 1T0
clearwaterlakerp@hotmail.com
clearwaterlakesk.ca

Please complete this form in full. All outstanding fees, taxes, service charges and administration fees must be paid before approval can be granted.

Property Information

Cabin Number	
Lot Number	
Division	
Current Lease Expiry Date	

Type of Request

- ☐ Lease Renewal (No Changes)
- ☐ Lease Renewal (With Changes)
- ☐ Add Leaseholder(s) during the current lease period
- ☐ Remove Leaseholder(s) during the current lease period
- ☐ Sale of Cabin
- ☐ Death of Leaseholder (requires a death certificate or letter from Funeral Home)
- ☐ Inheritance Transfer (requires death certificate or letter from Funeral Home and portion of leaseholder Will that gives inheritance information)
- ☐ Other

Current Leaseholders (Assignors)

Leaseholder 1 Name (Main Contact)	
Mailing Address	
Phone	
Email	

Leaseholder 2 Name	
Mailing Address	
Phone	
Email	

Leaseholder 3 Name	
Mailing Address	
Phone	
Email	

Leaseholder 4 Name	
Mailing Address	
Phone	
Email	

New Leaseholders (Assignees)

Leaseholder Name 1	
Mailing Address	
Phone	
Email	
Main Contact	☐ Yes

Leaseholder Name 2	
Mailing Address	
Phone	
Email	
Main Contact	☐ Yes

Leaseholder Name 3	
Mailing Address	
Phone	
Email	
Main Contact	☐ Yes

Leaseholder Name 4	
Mailing Address	
Phone	
Email	
Main Contact	☐ Yes

Removal of a leaseholder

Leaseholder Name	
Mailing Address	
Phone	
Email	

Required Supporting Documentation

☐ Death Certificate or Funeral Home Letter

☐ Relevant Portion of Will

☐ Other

Declaration

I/We understand that submission of this form constitutes a request to amend, transfer, inherit or renew a lease and does not authorize or complete the transaction. I/We certify that all information provided is true and complete.

Signed this ____ day of _____, 20____

Assignor and Witness Signatures

X _____	X _____
Main Contact	Witness Name -

X _____	X _____
Assignor 2	Witness Name -

X _____	X _____
Assignor 3	Witness Name -

X _____	X _____
Assignor 4	Witness Name -

X _____	X _____
Assignor 5	Witness Name -

Explanatory notes :

Office Use Only

Date Received	
Administration Fee Paid	
Lease Fees Paid	
Outstanding Amounts Cleared	
Board Approval Required	
Board Approval Date	
Approved By	
Lease Prepared	
RM Notified	
SAMA Notified	