

## Name Change Check List- May 15, 2024

To initiate a name change contact the Office, 217/627-3339 or the Administrator of Leases, currently Amy Walkenbach, 217/725-4673 or [awalkenbach@msn.com](mailto:awalkenbach@msn.com). Provide the addition(s) or deletion(s) to names currently on the lease or the new name(s) to be on the lease (e.g. Such and Such Trust dated May 15, 2024 or the new members). In the case of a death of a leaseholder and the lease is being inherited please also read the "Death of a Leaseholder" policy, dated September 5, 2023 for additional information.

NOTE: A name change cannot be used to transfer a lease if the transaction is a monetary sale of the leasehold.

### Name Change...

- Lot Inspection (riprap/grounds), ordered by SLA, current/new member(s) responsible for bringing the Lot into compliance \_\_\_\_\_
- All SLA fees/Macoupin County taxes up to date, current/new member(s) responsible for any unpaid fees or taxes \_\_\_\_\_
- PLAT Act, Document SLA provides, current/new member(s) sign \_\_\_\_\_
- Surrender of Lease. SLA provides, all current member(s) sign \_\_\_\_\_
- New Lease, SLA provides, all member(s) on new lease sign \_\_\_\_\_
- Notary required for each form of signatures; old/current/new member(s) responsible \_\_\_\_\_
- Orientation required for all new members, to be scheduled with Administrator of Leases \_\_\_\_\_

### Fees...

- Name Change Fees to be invoiced by SLA, \$100 current/new members responsible \_\_\_\_\_
- \$\_\_\_\_\_ (\$79 currently, May 15, 2024) Filing Fee to Macoupin Co. for Lease Surrender, current member(s) responsible \_\_\_\_\_
- \$\_\_\_\_\_ (\$79 currently, May 15, 2024) Filing Fee to Macoupin Co. for Lease, current/new member(s) responsible \_\_\_\_\_