

15151 E. Alameda Parkway, Ste. 3200  
Aurora, Colorado 80012  
303.739.7300  
Email: [publicworks@auroragov.org](mailto:publicworks@auroragov.org)



September 11, 2017

TO WHOM IT MAY CONCERN:

The Real Property Services Division has adopted the following procedures in an effort to ensure the efficient leasing of city-owned minerals.

An application to lease city-owned minerals and all criteria detailed in the “Instructions” must be strictly adhered to. Any applications not conforming to the procedures detailed in the Instructions will be rejected.

Upon receipt of an application to lease city-owned minerals, the Real Property Services Division will request applications from competing companies. Applicants will be provided 45 days from the date their applications are requested by the City of Aurora (“City”).

Instructions detailing terms acceptable to the City will be provided to applicants upon receipt of the initial application to lease city-owned minerals.

The Public Works’ Department Real Property Manager (“Manager”) will review all applications and recommend terms from the highest & best application for City approval. RECOMMENDATION FOR APPROVAL OF APPLICATION TERMS IS NOT A GUARANTEE, WHETHER IMPLIED OR EXPRESSED, OF ACCEPTANCE BY THE CITY OF ANY APPLICATION TO LEASE CITY-OWNED MINERALS.

**THE CITY RESERVES THE RIGHT TO REJECT ANY AND ALL APPLICATIONS OR TO ACCEPT ANY OTHER APPLICATION DEEMED APPROPRIATE IN THE SOLE DISCRETION OF THE CITY. ALL APPLICATIONS MUST COMPLY WITH THE TERMS IDENTIFIED IN THE ATTACHED “INSTRUCTIONS”, FAILURE TO ADHERE WILL RESULT IN YOUR APPLICATION BEING REJECTED.**

Your attention to these matters is greatly appreciated.

Hector Reynoso  
Manager Real Property Services

**CITY OF AURORA  
REAL PROPERTY SERVICES DIVISION**

**PROCEDURE FOR LEASING CITY-OWNED MINERALS**

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In order to process an application for leasing city-owned minerals, the following items must be submitted to the offices of Real Property Services, City of Aurora, 15151 E. Alameda Parkway, 3<sup>rd</sup> Floor, Aurora, CO 80012-1555 or via email to [publicworks@auroragov.org](mailto:publicworks@auroragov.org) and the following procedure will govern:

- 1) Submit application to lease city-owned minerals (see attached)
- 2) City will request applications from competing companies
  - i. Applicants will be allowed 45 days to submit from the date City requests applications
- 3) Invitations to apply will be made via email to interested firms and/or be made available at the City of Aurora's Public Works Real Property Services website:  
[https://www.auroragov.org/business\\_services/development\\_center/tools\\_and\\_resources/real\\_property/](https://www.auroragov.org/business_services/development_center/tools_and_resources/real_property/)
- 4) All offers must be accompanied with the summary page, detailing the City's percentage of ownership interest, of a Mineral Estate Ownership Report prepared by a licensed title examiner of an independent title company which is licensed through the Colorado Title Insurance Commission
- 5) The City of Aurora Real Property Manager ("Manager") will review all applications and recommend the highest & best terms for City approval.
  - i. A commitment by Manager to recommend terms does NOT constitute acceptance of any application by the City.

**THE CITY RESERVES THE RIGHT TO REJECT ANY AND ALL APPLICATIONS OR TO ACCEPT ANY OFFER IT DEEMS APPROPRIATE. ALL APPLICATIONS MUST COMPLY WITH THE TERMS IDENTIFIED IN THE ATTACHED "INSTRUCTIONS" WHICH ARE MADE A PART HEREOF, FAILURE TO ADHERE WILL RESULT IN REJECTION OF APPLICATION.**

For further information, contact the Real Property Services Division Manager at (303) 739-7300 or via email at [publicworks@auroragov.org](mailto:publicworks@auroragov.org).

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## INSTRUCTIONS

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The City of Aurora, Colorado, “Paid-up Oil, Gas & Mineral Lease” (“Lease”) will be used as the application. Please note the Lease contains a signature line which must be signed and notarized by the Lessee or its authorized representative.

- 1) Instructions regarding submittal of applications may be found on our website [https://www.auroragov.org/business\\_services/development\\_center/tools\\_and\\_resources/real\\_property/](https://www.auroragov.org/business_services/development_center/tools_and_resources/real_property/).
- 2) Please send a courtesy email or fax to let us know if you are intending to submit an application to [publicworks@auroragov.org](mailto:publicworks@auroragov.org).
- 3) Provide name and address of Lessee in the introductory paragraph of the Lease.
- 4) Complete Paragraph #1 titled “Description” by writing the dollar amount for the up-front bonus payment on a per net mineral acre basis.
- 5) Recommended minimum of \$2,000 per net mineral acre shall be required.
- 6) Sign as Lessee and have notarized.
- 7) Certified checks or cashier’s check for the up-front bonus amount of bid must accompany the sealed bid. Other forms of security will not be accepted.
- 8) Initial lease term shall be for 3 years, unless held by production with a 20% royalty interest.
- 9) Where there is a conflict concerning the ownership of the lease, the owner of the lease shall provide evidence of ownership.
- 10) Summary Page of a Mineral Estate Ownership Report prepared by a licensed title examiner of an independent title company which is licensed through the Colorado Title Insurance Commission.
- 11) The City of Aurora or its agents, representatives or employees are not liable for any inconvenience or loss caused by errors in this listing which may occur.
- 12) The City reserves the right to reject any or all applications, to waive any informalities in applications, and to accept the application that, in the opinion of the City, is to the best interests of the City, its citizens, agents, employees and representatives.

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**APPLICATION TO LEASE CITY-OWNED MINERALS**  
**\*\*EMAIL OR MAIL TO PUBLIC WORKS AT ADDRESS LISTED ABOVE\*\***

DATE \_\_\_\_\_

FIRM \_\_\_\_\_ BY \_\_\_\_\_  
**(Please Print)**

Business Address \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ E-MAIL \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Please identify property you are applying for below, then email your form to Public Works at the email address listed above.

	<u>DESCRIPTION OF LAND</u>	<u>SECTION</u>	<u>TOWNSHIP</u>	<u>RANGE</u>	<u>ACRES</u>	<u>NMA</u>	<u>ROYALTY %</u>
1							
2							
3							
4							
5							
6							
7							
8							
9							

**THE CITY RESERVES THE RIGHT TO REJECT ANY AND ALL APPLICATIONS OR TO ACCEPT ANY APPLICATION DEEMED APPROPRIATE IN THE SOLE DISCRETION OF THE CITY. ALL APPLICATIONS MUST COMPLY WITH THE TERMS IDENTIFIED IN THE ATTACHED "INSTRUCTIONS", FAILURE TO ADHERE WILL RESULT IN YOUR APPLICATION BEING REJECTED.**

FOR CITY USE ONLY: APPLICATION REQUEST NO. \_\_\_\_\_