

OWNERSHIP TRANSFER & LEASE GUIDE



ABOUT TRANSFERS: [GR1105](#)

EFFECTIVE DATE: Starts when 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](#).

| TRANSFER TYPE | FEE | WHAT DOCUMENT IS UPLOADED? | WHO NEEDS TO SIGN? |
|----------------------------|-------------|--|--|
| Transfer Ownership | \$50 | 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's signatures as authorization for an ownership transfer.
- For horses with multiple owners, upload a copy of a bill of sale listing all owners' signatures (a parent/guardian must sign for a minor).

Written Authorization Document

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

HOW TO SUBMIT A TRANSFER APPLICATION

Log in to your My USEF
Dashboard

Navigate to [Horse Options](#)
and select [Transfer Horse](#)

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

Click [Select](#) to begin the
transfer

ABOUT LEASES: [GR1108](#)

REQUIREMENT: The Federation encourages all lessors of horses competing in USEF competitions to register the lease with USEF.

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 period of the lease.

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

FEE: The Lease fee is \$60. The lease start date is the received date in-office, not the start date of the lease agreement.

ACCEPTABLE LEASE DOCUMENTATION

LEASE AGREEMENT

- Both parties (lessor and the 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.
 - The Federation does NOT accept agent signatures.
- The agreement must include the start and end date.

HOW TO SUBMIT A LEASE AGREEMENT

Log in to your My USEF
Dashboard

Navigate to [Horse Options](#)
and select [Upload Lease
Agreement](#)

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

Click on [Select](#) to begin

EXTENDING A LEASE

Lease Extensions: These are FREE, instructions are below. Email into horseservices@usef.org if 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 \$60.

Lease extensions can be completed 30 days before the lease expires, and if it's done within 30 days of the expiration date, there is no fee. To complete the extension, you will log into the lessee's USEF account and click on the lease tile, follow to prompts, then upload your new documentation that shows the extended lease term dates and signatures from both parties. Parents/Guardian signatures required for minors; agent signatures are not accepted (GR1108.5)