



## How do I record a lease with USDF?

- Leased horses may be recorded with USDF in the name of the lessee. A notarized Lease Recording Form and appropriate fees must be submitted to USDF. The lessee will be recognized as “owner” for all USDF membership requirements for the period of the lease recording.
- The lease recording fee of \$25 is required for each new lease recorded with USDF. If the horse is being registered at the same time, the \$25 lease recording fee is in addition any registration fees for the horse.
- The effective date of the lease recording is the date that this form and fees are received by USDF.
- A written statement of termination must be submitted and signed by the lessor and lessee if the lease is terminated before the end date stated on the Lease Recording Form.

## How do I renew a lease with USDF?

- Lease recordings can be renewed at least 30 days prior to the expiration date free of charge.
- A notarized Lease Recording Form must be submitted to USDF within 30 days of the lease’s expiration date or the lease recording fee will be assessed.

## Important Information

- For scores to count toward Adequan/USDF Year-End Awards or qualifying scores to count for any Great American Insurance Group/USDF Regional Dressage Championships, the notarized Lease Recording Form and fees must be received by USDF on or before the first day of any competition where qualifying scores are earned.
- USDF does not accept agent signatures.
- USDF is not responsible for late, delayed, or misdirected mail. USDF may require fees for replacement certificates when errors are reported after 45 days or non-receipt of certificate is reported after 60 days.

## Breed Association/Registration Papers:

To be eligible for the Adequan/USDF All-Breeds Awards, a copy of breed registry papers and the All-Breeds Awards Declaration Form (available on USDF Web site under awards) must be on file with USDF by August 1st of the current competition year. *Questions regarding the declaration process can be directed to USDF Membership Department at (859) 971-2277, or via e-mail at [horseregistration@usdf.org](mailto:horseregistration@usdf.org).* The horse must have a USDF Lifetime Horse Registration at the time the scores are earned. Members should contact the breed registry for additional requirements. *Questions regarding the Adequan/USDF All-Breeds Awards can be directed to the USDF Competitions Department at (859) 971-2277, or via e-mail at [allbreeds@usdf.org](mailto:allbreeds@usdf.org).*