

## **INSTRUCTIONS FOR FILING AN ANNUAL PASTURING AGREEMENT**

The Pasturing Agreement is a fillable pdf form that can be printed only. Please print the form on legal size paper if possible. The form includes supplemental pages for additional tracts and/or signature if there is insufficient space on the first page.

For a pasturing agreement to be applicable, a lessee or licensee must personally retain management and physical control of the land and livestock associated with utilization of the Lease. Management includes but is not limited to: providing all costs for improvements; making all decisions regarding rotation or other placement of livestock; and making all decisions regarding proper range management, including placements of water, fencing and salt. For the Animal Unit Months (AUMS) utilized on the state land, a lessee may charge a management fee not to exceed the minimum per AUM rental set under Section 77-6-506, Montana Code Annotated (MCA). A pasturing agreement runs from March 1<sup>st</sup> through February 28<sup>th</sup>.

NOTE: One form can be used for multiple leases if the lessee and livestock owner are the same. Only one livestock owner per form is allowed.

### **Lessee Section**

1. Fill in agreement (lease) number, county lease is located in, Lessees complete address including phone number, brand (if no Brand state: "NO BRAND"), the total AUMs assigned to the lease and the AUMs to be utilized by this agreement.
2. Complete the legal description, section, township, range and acres of the applicable state land to be included in the pasturing agreement.
3. The management fee changes on an annual basis. You may obtain current fee information by contacting your local DNRC office or the office in Helena. A management fee may not be charged on AUMs not utilized.
4. Sign the form and have it notarized. All lessees listed on the lease must sign and have their signatures notarized.

### **Livestock Owners Section**

1. Fill in Livestock owners name, complete address and phone number. In the section provided for brand information, draw out the brand as it is seen on the livestock.
2. Sign the form under Livestock Owner and have it notarized.

**Mail the completed form and the required filing fee (\$25.00) to:**

**DNRC – Ag & Grazing Bureau  
PO Box 201601  
Helena, MT 59620-1601**

**Or take the completed form to your local DNRC office.**

Use of the lands shall not begin until final approval from the Department has been received.

### **Pasturing Agreement Checklist**

- Completed pasture agreement form
- \$25.00 application fee per form
- All necessary signatures and notary
- Brands drawn for both Lessee and Livestock owner