

OWNERSHIP TRANSFER & LEASE GUIDE



ABOUT TRANSFERS

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 or Bill of Sale	The last USEF recorded owner(s) and the new owner(s)
Family Transfer	FREE	Written authorization	The USEF recorded owner(s) and the new owner(s) Parent/Guardian must sign for a minor
Individual to Organization	FREE	Written authorization	The USEF recorded owner(s). Parent/Guardian must sign for a minor

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

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.

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.

LEASE REGISTRATION FORM

- This form is to be used if there is **no lease agreement** between the parties.
- The form must include the start and end date of the lease.
 - The lease start date is the received date in-office, not the start date of the lease agreement.
- The form must be received by the USEF office within 30 days of expiration, or the lease fee will be charged to renew.

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

To extend your lease, email horseservices@usef.org . Lease extensions are **FREE** and must be submitted to the Federation within 30 days of the expiration.