



To Whom It May Concern:

Thank you for contacting us regarding your plans to purchase the improvements located on a Georgia Power lot on Lake Harding. We hope the following information will assist you with the transfer of the lease into your name.

1. As the prospective lessee, you will need to contact the Georgia Power Land Department to obtain a Lease Application and return it to our office at your earliest opportunity.
2. I have also enclosed a **sample** of our standard Lease Agreement for your review. After you have returned the signed and completed Lease Application you can contact us to schedule an appointment at our office to sign the formal Lease Agreement, which we will have prepared for your signature. We have a notary at the office that will notarize the lease for you at no charge. Please remember to schedule the appointment at least two weeks prior to the date the transfer will be effective. A fully executed original of your lease will be mailed to you once the lease is recorded and returned to our office. This can take several months.
3. A certified survey is required on all lots being transferred if any improvements have been made since the previous survey on file. **Georgia Power will let you know whether an updated survey is needed.** The new lessee is responsible for providing Georgia Power with a copy of the certified survey, (if required,) at least three days prior to the transfer.
4. A fully executed Conditional Bill of Sale and Transfer of Lease and Improvements is required at the time of transfer. A lease cannot be transferred without this document. All persons who have an interest in the improvements must sign the Bill of Sale and Transfer of Lease and Improvements. Georgia Power will prepare this and provide it to the closing attorney prior to closing.
5. All Georgia Power lake lot leases are 15 year leases. The current rental rate for 2017 is \$1,050 annually for 1 year, \$1,100 annually for 5 years, \$1,200 annually for the 5 years and \$1,300 for 4 years. Payment of the lease rental is due annually on the lease anniversary date. **Also, each year in July you will receive a bill for the tax assessment. This is a "pass-through" of the property tax Georgia Power pays for your lease lot.**

If you have any questions regarding the lease transfer process, please don't hesitate to contact me by phone at 706-322-0228 or e-mail [krholt@southernco.com](mailto:krholt@southernco.com).

Sincerely,

Kristen Holt  
Support Specialist II  
Bartletts Ferry Land Management Office