



## Transfer Information

### **Sale of Your Interest**

For a full or partial conveyance of a mineral, royalty, overriding royalty or working interest, furnish a copy of the conveyance document recorded in the county and state where the producing property is located.

### **When an Owner Dies**

When an owner dies without a will, furnish as many of the following documents as you have:

- Death Certificate
- Letters of Administration
- Order determining heirship and distribution; and/or
- Affidavit of Heirship

Individual state laws on descent and distribution differ. We will inform you if additional information is needed.

When an owner dies with a will, which has been admitted to probate in the same state where the producing property is located, furnish copies of as many of the following documents as are appropriate in the state where the producing property is located:

- Death Certificate
- Application for probate
- Copy of the Will
- Order Admitting Will to Probate
- Letters Testamentary
- Final court decree distributing the assets and closing administration of the estate
- Copies of any appropriate recorded conveyances

When an owner dies with a will which has been admitted to probate in a state other than that where the producing property is located, record exemplified copies of the above documents in the appropriate county where the producing property is located and furnish to VERDAD RESOURCES copies of the recorded instruments.

In some states, in the place of the above, Ancillary Probate Proceedings in the state where the producing property is located are required. Our Division Order Department can help you in determining the information needed.

If the interest is not of great value and the probate proceedings were not conducted in the same state where the producing property is located, it may be acceptable to record an Affidavit of Heirship, with the Will attached as an Exhibit, in the county and state where the producing property is located.

In some situations, other documentation as determined by our Division Order Department may be needed.

### **Termination of Joint Tenancy upon Death**

You will need to provide us with a copy of the death certificate. Please furnish the social security number or tax identification number of the surviving tenant.

### **Life Tenant Dies**

When an owner of a life estate dies you will need to provide us a copy of the death certificate and the names, addresses and social security numbers of the persons who own the remainder and who succeed to the interest. In some situations, we may need further information including the documents which created the life tenancy and named the successors.

### **Name Changes**

When an individual's name changes because of marriage, divorce, etc., you will need to provide us a copy of the marriage certificate, divorce decree or other document effecting the name change.

When a company or corporation changes its name; provide a copy of the Certificate of Name Change. If the change is due to a merger, please furnish a copy of the Certificate of Merger.

### **Change of Ownership due to Divorce**

A copy of the divorce decree and copies of any recorded conveyance must be provided.

### **Trusts**

When a trust is created, please provide us copies of the Trust Agreement and the recorded conveyance to the Trust.

When a trust is dissolved, we will need a copy of the instrument of Dissolution and appropriate recorded conveyances.

### **Guardianships**

When an owner is declared incompetent, please furnish Letters of Guardianship issued by the local court. When a minor reaches the legal age, all we need is a copy of the minor's birth certificate.