



Instructions for Transfer of Ownership

Death of Owner

Mineral interests are real property; therefore, any transfer of ownership or other changes in title, require a recorded document. When an owner dies, please provide Urban with the proper documentation describing the disposition of the Estate. Listed below are the documents required for common circumstances. You may wish to confer with an attorney licensed to practice law in the state where the owner's mineral/royalty ownership resides.

If the Owner died Testate (with a Will) and the Will is probated in the state where the property is located:

- Final Decree of Distribution, Determination of Heirship, Certificate of Transfer, or Judgment of Possession (if applicable)

OR (all of the following)

- Last Will and Testament (recorded in County/Parish where property is located)
- Death Certificate (copy will be sufficient)
- Letters Testamentary
- Order Admitting will to Probate / Final Probate Order
- Recorded Deed to beneficiaries or trust (if applicable)

If the Owner died Testate (with a Will) and the Will is not probated in the state where the property is located:

- Copy of Death Certificate
 - Foreign Letters Testamentary or Administration recorded in the county where the property is located
 - Copy of the decedent's Will and the Order admitting it to ancillary probate and recorded in the county where the property is located (Arkansas, Colorado, New Mexico, Oklahoma, Wyoming).
 - Notarized copies of executor's deeds or other deeds, if applicable, recorded in the county where the property is located
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If the owner died Intestate (without a Will) or the Owner's Estate is not being probated:

- Copy of Death Certificate
- Affidavit of Heirship recorded in the County/Parish where the property is located. *This document must be completed by a disinterested, third-party (someone who will not benefit from the Estate)*
- Copy of Will, if applicable

- On a separate page, list names, addresses, phone numbers, and email for all heirs.

Estate will be distributed based on the Laws of Decent and Distribution of the State where the property is located.

Visit the National Association of Counties website at www.naco.org to locate the contact information for the County Clerk's office. You may wish to contact the Clerk's office to inquire about the recording fee and any specific requirements they may have for recording.

Before mailing documents for recording, be sure to request to have the recorded document returned to you.

When available, please provide copies of ALL documents to:

Urban Oil and Gas Group
Attn: Division Order Department
1000 E 14th St, Suite 300
Plano, TX 75074

OR

Email: ownershiptransfers@urbanoilandgas.com

Please allow 30-60 days for processing after receipt of the document.

If you have any questions, you may contact our owner relations group at 972-543-8800 or by emailing ownershiptransfers@urbanoilandgas.com

Urban is providing this document for informational purposes only and any instructions provided are based solely upon customary industry practices. Documentation and policy requirements may differ based on the facts of each situation. No information or instructions provided by Urban should be considered legal advice and you are encouraged to seek advice from a licensed attorney of your choosing.