



Instructions for Transfer of Ownership By Conveyance

Mineral interests are real property; therefore, any transfer of ownership or other changes in title, require a recorded document. The document should contain clear language conveying the interest from the former owner to the new owner and should clearly specify what rights are being conveyed. Additionally, the document must be filed of recorded in the county or counties where the well(s) are located.

Commonly utilized documents to convey mineral/royalty ownership are:

- Gift Deeds
- Mineral Deeds
- Quitclaim Deeds
- Warranty Deeds

Since conveyances are legal documents, Urban does not provide copies of deeds or forms to transfer interests. Thus, you may wish to confer with an attorney licensed to practice law in the state where your mineral/royalty ownership resides.

After you have completed the deed/assignment, send the document to the county where the property is located for recording. 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 the document for recording, be sure to request to have the recorded document returned to you.

When you receive the returned document, **please mail a copy of the recorded document with legible recorder's stamp and current mailing addresses for each Grantee to:**

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