

**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 property is located.
- If an unrecorded instrument is submitted, the interest will be suspended (unless otherwise requested) until we are provided with a recorded copy.

**NAME CHANGES**

When an individual’s name changes because of marriage, divorce, etc. furnish:

- Copy of marriage certificate, divorce decree or other document effecting name change.

When a company or corporation changes its name or merges, furnish:

- A copy of the Certificate of Name Change or Certificate of Merger.

**CHANGE OF OWNERSHIP DUE TO DIVORCE**

We will need a copy of the Final Divorce Decree and copies of the recorded conveyances.

**TRUSTS**

- When a trust is created, Kaiser-Francis will require copies of the Trust Agreement **AND either** the recorded conveyance into the trust **OR** a copy of a recorded Memorandum of Trust (recorded in the county where the property is located).
- When a trust is dissolved, we will need a copy of the instrument of dissolution and other appropriate recorded conveyances.

**OTHER**

**Guardianships:** When an owner is declared incompetent, furnish Letters of Guardianship issued by the local court. When a minor reaches legal age, we will need a copy of their birth certificate.

**Bankruptcy:** We will need copies of the court order appointing the Trustee, and if appropriate, the recorded conveyances and the court order confirming any sales.

**WHEN AN OWNER DIES**

Title to real property owned by the deceased party passes one of two ways – either by testate succession or by intestate succession. Testate is with a probated last Will and Testament while intestate is without a Will. In the absence of a Will, or if the Will has not been probated, title to real property passes according to the Laws of Descent and Distribution for the state in which the wells are located and not in the state of residence.

Depending on the circumstance, the documentation we **must** be provided is as follows:

Testate (probated Will)	Intestate (without a Will / or Will not probated)
<ul style="list-style-type: none"> <li><input type="checkbox"/> Death Certificate</li> <li><input type="checkbox"/> Copy of PROBATED Last Will and Testament, with Certificate of Filing containing Probate File number from Probate Court</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Death Certificate</li> <li><input type="checkbox"/> Copy of Will</li> </ul>

<ul style="list-style-type: none"> <li><input type="checkbox"/> Letters Testamentary naming the Executor or Personal Representative</li> <li><input type="checkbox"/> Determination of Heirship, Judgment of Possession or other probate documents (if appropriate)</li> <li><input type="checkbox"/> Final Decree of Distribution (if appropriate)</li> <li><input type="checkbox"/> Provide proof that debts and inheritance taxes are paid.</li> <li><input type="checkbox"/> Recorded conveyance (if appropriate) to beneficiaries</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Affidavit of Heirship*             <ul style="list-style-type: none"> <li>o Provide affidavit from an individual acquainted with, but not related to the deceased</li> <li>o Signature must be notarized</li> <li>o Affidavit <b>MUST</b> be recorded in the County/Parish where the property is located</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Record a certified copy of the Will &amp; Probate in the County/Parish where the wells are located.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Provide documentation of ancillary probate proceedings in the state where the well is located.</li> </ul>	<p><b>NOTE:</b> We cannot accept Affidavits of Heirship completed by the direct family members (those with a beneficial interest) of the deceased owner. The form can be completed by a friend, acquaintance, neighbor, minister, etc. who knew the deceased and had knowledge of their family history.</p>

**Note:** The State of Oklahoma does not accept probate from other states to transfer title to real property in Oklahoma. Ancillary probate is the only means of passing marketable title in accordance with the will.

**\*If your revenue payments are \$100.00 per month or more, probate will be required and we will not be able to rely upon an Affidavit of Heirship to disburse revenue to the heirs.**

**Termination of joint tenancy upon death:** Please furnish a copy of the death certificate and the social security number of the new owner. In Oklahoma, an Affidavit of Surviving Joint Tenant should be filed of record in the county where the property is located and a copy provided to Kaiser-Francis.

**Life Tenancy:** May also be referred to as a Life Estate. When the owner of a life estate dies, we will need 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 instances, we will need further information, including the documents that originally created the life tenancy and named successors.

**Transfer on Death Deeds or Nontestamentary Transfer of Property:** State statutes dictate the documentation required. Please provide a copy of the recorded Deed and the Death Certificate of the Grantor to enable us to determine how to proceed.

Please be certain to provide the address (and Social Security or Tax ID number if known) for each party listed as an heir/grantee.

Please contact your attorney for legal advice and assistance with transfers of real property interests.

All documents should be sent to:

Kaiser-Francis Oil Company  
Attention: Division Order Department  
P.O. Box 21468  
Tulsa, OK 74121-1468

or Fax: 918/491-4387

## Kaiser-Francis Oil Company

PO BOX 21468  
TULSA, OK 74121-1468  
(918) 491-4232

Once documents are provided, we will be able to determine if additional information is required and will notify you.