



INSTRUCTIONS FOR CHANGE OF OWNERSHIP

In order for Dallas Production Company ("DPC") to Transfer the interest of an Owner who is deceased to the appropriate heirs, we will need the following:

If the Owner died with a Will (Testate) and the Will has been Probated, we will need:

- Recorded copy of Order Admitting Will to Probate recorded in each County where the property is located;
- Recorded copy of Probated Will;
- Completed Form W9 with current address and tax ID (social security number) of Deceased heirs;
- Copy of Letters Testamentary and/or Letters of Administration, if issued; and
- Copy of Death Certificate

If the Owner died without a Will (intestate) or the Will was not or will not be Probated, we will need the following:

- Copy of Death Certificate;
- Completed Affidavit of Heirship *This Affidavit should be completed by a disinterested party, not a Family Member or Heir, familiar with the family history, signed in the presence of a Notary Public and recorded in each county where the property is located; and
- Completed Form W-9 with current address and tax id (social security number) of Deceased's heirs.

Please forward all the necessary documents to DPC:

Mail: Dallas Production Company
4600 Greenville Ave., Suite 300
Dallas, TX. 75206-5038

or

Email: ownerrelations@dallasprod.com

*Place Owner # and name in subject line

DPC reserves the right to make further requirements regarding documents or information if determined necessary by our legal counsel.