

TRANSFERRING MINERAL INTERESTS

REQUIRED ITEMS FOR TRANSFERRING MINERAL INTERESTS BETWEEN 2 OR MORE NON DECEASED PARTIES:

- COVER LETTER STATING PURPOSE (*MUST INCLUDE UPDATED CONTACT INFORMATION FOR ALL INVOLVED PARTIES)
- *RECORDED MINERAL DEED, CASH SALE, GIFT DEED, LEGAL CONVEYANCE, OR OTHER TYPE OF LEGAL DOCUMENT WHICH SUPPORTS THE TRANSFER AND EVIDENCES THE SALE OF THE MINERAL INTERESTS
*PLEASE NOTE: ALL DEEDS OR CONVEYANCE DOCUMENTS **MUST** BE RECORDED IN THE COUNTY WHERE THE PROPERTY IS LOCATED.
- LETTERS-IN-LIEU (IF APPLICABLE)

AFTER ALL REQUIRED DOCUMENTS HAVE BEEN RECEIVED, OUR DIVISION ORDER DEPARTMENT WILL PREPARE TRANSFER ORDERS FOR YOUR REVIEW AND EXECUTION. ANY PARTIES RECEIVING NEW MINERAL INTEREST WILL ALSO NEED TO COMPLETE THE INCLUDED W-9.

NAME / ADDRESS CHANGES

WHEN AN INDIVIDUAL'S NAME CHANGES BECAUSE OF MARRIAGE, DIVORCE, ETC., PLEASE FURNISH 3R OPERATING, LLC WITH THE FOLLOWING DOCUMENTATION:

- COPY OF MARRIAGE CERTIFICATE
- COPY OF DIVORCE DECREE OR OTHER DOCUMENT EFFECTING THE NAME CHANGE

WHEN A COMPANY OR CORPORATION CHANGES ITS NAME, PLEASE SEND THE FOLLOWING:

- CERTIFICATE OF NAME CHANGE
- CERTIFICATE OF MERGER

****ALL ADDRESS CHANGES MUST BE REQUESTED IN WRITING! 3R OPERATING, LLC WILL NOT UPDATE ADDRESS CHANGES OVER THE PHONE. PLEASE FORWARD ALL REQUESTS TO:**

3R OPERATING, LLC
P.O. Box 692229
Houston, TX 77269-2229
ATTN: DIVISION ORDER DEPARTMENT

3R OPERATING, LLC DOES NOT HAVE THE LEGAL AUTHORITY TO TRANSFER MINERAL INTERESTS WITHOUT THE PROPER LEGAL DOCUMENTATION. ALTHOUGH WE REALIZE THAT GATHERING THE REQUESTED DOCUMENTS CAN BE A TIME CONSUMING & TEDIOUS TASK, NO EXCEPTIONS CAN BE MADE DUE TO THE LEGAL NATURE OF TRANSFERRING REAL TAXABLE PROPERTY.