

TRANSFERRING MINERAL INTERESTS OF THE DECEASED

REQUIRED ITEMS FOR TRANSFERRING MINERAL INTERESTS OF THE DECEASED:

PROCEDURES IF DECEASED HAS A LAST WILL & TESTAMENT (PLEASE PROVIDE AS MANY OF THE FOLLOWING DOCUMENTS AS POSSIBLE)

- COVER LETTER STATING PURPOSE (*MUST INCLUDE UPDATED CONTACT INFORMATION FOR ANYONE THAT INHERITS FROM ESTATE)
- DEATH CERTIFICATE
- LETTERS TESTAMENTARY
- COPY OF THE LAST WILL & TESTAMENT
- ORDER ADMITTING WILL TO PROBATE
- FINAL COURT DECREE DISTRIBUTING THE ASSETS AND CLOSING THE ADMINISTRATION OF THE ESTATE
- COPIES OF ANY APPROPRIATE RECORDED CONVEYANCES

PLEASE NOTE: IF THERE IS A LAST WILL & TESTAMENT, BUT THE ESTATE DID NOT GO THROUGH PROBATE, AN AFFIDAVIT OF HEIRSHIP NEEDS TO BE COMPLETED. AFTER COMPLETED, PLEASE HAVE THE FORM NOTARIZED, AND ATTACH A COPY OF THE LAST WILL AND TESTAMENT TO THE BACK AND THEN FILE THE DOCUMENTS TOGETHER AS ONE ITEM IN THE COUNTY WHERE THE PROPERTY IS LOCATED. **ALL DOCUMENTS MUST BE RECORDED IN THE COUNTY WHERE THE MINERAL OWNERSHIP IS LOCATED!

PROCEDURES IF DECEASED DID NOT HAVE A LAST WILL & TESTAMENT (PLEASE PROVIDE AS MANY OF THE FOLLOWING DOCUMENTS AS POSSIBLE)

- COVER LETTER STATING PURPOSE (*MUST INCLUDE UPDATED CONTACT INFORMATION FOR ANYONE THAT INHERITS FROM ESTATE)
- DEATH CERTIFICATE
- LETTERS OF ADMINISTRATION
- RECORDED COPY OF ORDER DETERMINING HEIRSHIP AND DISTRIBUTION; and / or
- RECORDED AFFIDAVIT OF HEIRSHIP (*MUST BE RECORDED IN THE COUNTY WHERE THE PROPERTY IS LOCATED)

**PLEASE NOTE, WHEN AN OWNER DIES INTESTATE, OR WITHOUT A LAST WILL & TESTAMENT, MINERALS WILL BE DISTRIBUTED BASED ON INDIVIDUAL STATE LAWS OF DESCENT AND DISTRIBUTION.

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.