

HELPFUL HINTS

CHANGES AFFECTING PAYMENT FROM P.O.&G. OPERATING, L.L.C.

Following are the most commonly encountered situations that result in either a change of ownership or a change to the payee, along with the documents most frequently needed to affect the changes.

*Obviously, we cannot address all situations. There may be some changes in our requirements due to the laws of each jurisdiction. If you are in doubt or require additional information relating to your particular set of circumstances, please contact our office. **For the most complete response, these questions should be submitted in writing to 5847 San Felipe Suite 3200 Houston TX 77057***

Situation and Documentation (*) required by our office to affect the changes **Sale of any interest**

Royalty interest (RI), Working Interest (WI), or Overriding Royalty Interest (ORI)

- * A copy of the appropriate conveyance filed of record in each county in which the property is located

Estate proceedings

1. Owner died with a will (testate) and probate proceedings are to be conducted in the same state in which the properties are located.
When probate is complete
 - *Certified copy of Last Will and Testament
 - *Order Admitting Will to Probate
 - *Letters Testamentary
 - *Final Decree of Distribution (if appropriate)
 - *Recorded conveyances (if appropriate)
 - *Copy of Death Certificate
2. **Owner died with a Will (testate) and probate proceedings are to be conducted in a state other than the state in which the property is located**
 - *Documents of ancillary probate proceedings in all effected states
(Requirements vary according to states)
 - *Recorded conveyances (if appropriate)
 - *Copy of Death Certificate
3. **Owner died without a Will (intestate)**
 - *Letters of administration (if available)
 - *Affidavit of heirship (individual state laws of Descent and Distribution will apply as relevant)
 - *Recorded conveyance (if appropriate)
 - *Copy of Death Certificate

Name Changes

1. **An individual's name change due to marriage, divorce, etc.**
 - *Copy of marriage certificate, divorce decree reinstating maiden name or other document affecting a name change
2. **Company or corporation changes its name only**
 - *Certificate of Name Change (Tax ID should be included)
3. **Company or corporation's name changes due to a merger**
 - *Certificate of Merger (Tax ID should be included)
4. **Attorney-in-fact appointed**
 - *Copy of recorded Power of Attorney

Trust

1. **Trust is created**
 - *Copy of Trust Agreement and appropriate recorded document conveying the property interest to trust
2. **Trust is terminated**
 - *Copy of dissolution of trust and appropriate recorded conveyance to beneficiary
3. **Changes in Trustee**
 - *Copy of recorded resignation of present trustee
 - *Copy of recorded instrument whereby the successor trustee was appointed

Changes of ownership due to divorce

***Copy of complete Divorce Decree including Settlement Agreement**
***Recorded conveyance (if appropriate)**

Bankruptcy

1. **Chapter 11**
 - *Plan of reorganization, Order confirming the plan of Reorganization
2. **Chapter 7**
 - * Recorded conveyances as appropriate

Owner having a life estate dies

- *Copy of life tenant's death certificate
- *Names and addresses of remaindermen (if additional documentation is required, you will be notified at that time)

Interest is owned as Joint Tenants and one dies

- * Copy of death certificate of joint tenant