

SOUTHWEST ROYALTIES INC.

Documents Required To Make Changes To Ownership

FOR:

WE WILL NEED:

NAME CHANGES

Changes to an individual's name due to marriage, divorce, etc.

Changes to the name of a company or corporation.

Changes due to a merger of a company or corporation.

Appointment of Attorney-In-Fact.

SALE OF AN INTEREST

INTEREST CHANGE DUE TO DIVORCE

DEATH OF AN INTEREST OWNER

Owner died WITH a Will (testate) and probate proceedings have been initiated.

Owner died WITH a Will (testate) but probate proceedings will not be initiated.

Owner died WITHOUT a Will (intestate).
(State laws of descent and distribution will apply)

Copy of Marriage Certificate, Divorce Decree, or other documents affecting name change.

Certificate of Name Change valid in the State where the interest is located, including Tax ID #.

Certificate of Merger valid in the State where the interest is located, including Tax ID #.

Copy of the Power of Attorney.

Copy of document conveying title (Deed, Assignment, etc.) recorded with the Clerk in the county in which the interest is located.

Copy of Final Divorce Decree, including Settlement Agreement, and any recorded conveyances.

Copy of:

- * Order Admitting Will to Probate
- * Letters Testamentary
- * Last Will and Testament

All recorded with the Clerk in the county in which the interest is located.

Copy of:

- * An Affidavit of Heirship that has been **recorded with the Clerk in the county in which the interest is located**
- * Death Certificate
- * Last Will and Testament (if available)

Copy of:

- * An Affidavit of Heirship that has been **recorded with the Clerk in the county in which the interest is located**
- * Death Certificate

<p>Owner had a Life Estate.</p>	<p>Copy of Life Tenant's Death Certificate and names and addresses of remaindermen. (If additional documentation is required, you will be notified at that time)</p>
<p><u>TRUSTS / PARTNERSHIPS</u></p>	
<p>Trust or Partnership is created.</p>	<p>Trust or Partnership Agreement and, if appropriate, document conveying the property interest to the Trust or Partnership, recorded with the Clerk in the county in which the interest is located.</p>
<p>Trust or Partnership is terminated.</p>	<p>Dissolution of Trust or Partnership and, if appropriate, document conveying the property interest to the beneficiary, recorded with the Clerk in the county in which the interest is located.</p>
<p>Changes in Trustee.</p>	<p>Instrument whereby the current trustee resigns (if available), and instrument whereby the successor trustee is appointed.</p>