



TRANSFER OF ROYALTY INTEREST

A royalty interest is considered real property, and as such, we cannot make a change in payee without proper documentation. If an owner has passed away, in order that we may transfer ownership to heirs of the owner, please provide a copy of the death certificate and information that supports the transfer of interest based on **whichever situation applies below:**

If there **is a Will**, and the **Estate will NOT be probated**, please furnish:

- Copy of the Will
- Copy of the Death Certificate
- Proof of Death and Heirship Affidavit completed by two individuals who are familiar with the Heirship of the deceased and filed in the official records of the county of death and the county where the property is located
- Completed W-9

If there **is a Will**, and the **Estate will be or was probated**, please furnish:

- Copy of the Will (bearing the stamp of the Probate Court)
- Copy of the Death Certificate
- Copy of the recorded Order Admitting Will to Probate and Letters Testamentary
- Copy of the recorded Final Decree (or like document) if it is available
- Letters of Testamentary
- Any conveyances made or trusts created in accordance with the Will
- Completed W-9

If there **is no Will**, please furnish:

- Copy of the Death Certificate
- Proof of Death and Heirship Affidavit completed by two individuals who are familiar with the Heirship of owner and filed in the official records of the county of death and the county where the property is located
- Completed W-9

If there is no death involved and the property has been sold, please furnish:

- Recorded Mineral Deed
- Any conveyance, assignment or deed with legal description of property
- Completed W-9

We do not require certified copies. **Please refer to the owner number and property name on any correspondence.** When we receive notice of a change in ownership, the interest will temporarily be placed in suspense pending receipt of the requested documentation. After receiving the documentation, a Division Order will be sent for each party's signature and upon receipt of all signed Division Orders, our Accounting department will be advised to transfer and disburse any funds held in suspense. If you have any questions or need additional information, please do not hesitate to contact our Land Department at 817-416-1946.

Mailing Address: Fairway Resources III
PO Box 96137
Southlake, TX 76092