

INSTRUCTION FOR CHANGE OF OWNERSHIP (CONVEYANCE)

The transfer of interest between parties, the addition of names to existing accounts, or any change in title, requires a recorded document. This document should convey the rights from **the former owner** to the **NEW OWNER** and clearly specify what rights are being conveyed. Also, the document **must be filed of record in the county or counties** where the well(s) are located.

Whether the conveyance is for mineral/royalty ownership or leasehold ownership, a properly completed, executed and notarized deed or assignment recorded in the proper county records (bearing a legible recorder's stamp) is required to document the conveyance. You may choose to utilize an attorney to assist you with this matter or obtain a blank deed/assignment form from another reliable source.

Listed below are the most common deeds used to convey mineral/royalty ownership.

1. Gift Deed
2. Mineral Deed
3. Quitclaim Deed
4. Warranty Deed

To convey leasehold ownership, including an overriding royalty interest, an assignment of ownership is required.

After you have completed the deed/assignment, send the document for recording in the county/state where the property is located.

You can access the National Association of Counties website to locate the address for the county clerk's office: <http://www.naco.org/>

There is a fee for recording the document and this fee must be included with the document when it is sent for recording. Obtain the specific amount due for recording by contacting the county clerk's office.

When you receive the returned document, **make a copy** of the **recorded** document and forward it to:

Vernon E. Faulconer, Inc.
Attn: Division Order Department
P.O. Box 7995
Tyler, TX 75711

Email: ownerrelations@vefinc.com
Fax: 903-581-5072

If you have any questions, please call our Owner Relations Line at 903-581-4382.

Any instructions provided by Vernon E. Faulconer Inc. are provided for informational purposes only and are based on customary documents and our policy requirements. Documentation and policy requirements may differ based on the facts of each matter. The advice contained herewith should not be construed as legal advice and you are encouraged to seek such advice from a licensed attorney of your own choosing. Vernon E. Faulconer, Inc. shall not be responsible for the use or reliance on any instructions or information provided herein and, you hereby release Vernon E. Faulconer Inc. from all such liability and hereby assume any and all risks associated therewith.