

INSTRUCTIONS FOR CHANGE OF OWNERSHIP AFTER OWNER'S DEATH
(WITH WILL PROBATED)

In order to make the appropriate changes to our records, copies of the following documents as recorded in the county where the affected property/well is located should be provided.

- Final Decree of Distribution, Determination of Heirship, Certificate of Transfer, or Judgment of Possession (if applicable)

OR (all of the following)

- Last Will and Testament
- Death Certificate (copy will be sufficient)
- Letters Testamentary
- Order Admitting will to Probate / Final Probate Order
- Recorded Deed to beneficiaries or trust (if applicable)

If the Will was NOT probated in the State where the property/well is located, please provide copies of the Ancillary Probate Proceedings as recorded in the County/State where the property is located. Please note that many states do not accept foreign probate. You may wish to contact an attorney to ensure adherence to the applicable standards. Please insure that you furnish the Names, Addresses, Social Security / Federal Tax Identification Numbers for each heir or beneficiary. If probate proceedings are not going to be initiated, an Affidavit of Heirship as recorded in the county/state where the property is located will be required in order to amend our records.

When available, please forward all the necessary documents 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.