

BARROW-SHAVER RESOURCES COMPANY

YOU MAY CONTACT US AT:

977 Pruitt
Tyler, TX 75703
(903) 593-5221 Office hours 8 a.m. – 5 p.m. (closed 12 noon to 1 p.m. daily)
(903) 593-1692 Fax
E-Mail: barrowshaver@tyler.net

**THE INFORMATION PROVIDED BELOW IS FOR YOUR FUTURE REFERENCE.
PLEASE RETAIN WITH YOUR RECORDS**

REVENUE/ROYALTY CHECKS

Revenue/Royalty checks are mailed **on or around the 21st of the month** – Please allow a few days for mail to reach you. Revenue checks are valid for 180 days. After 180 days they are automatically voided by our office if they have not been presented for payment. If you find that you are holding a stale dated check, please contact our office for a replacement check.

IF YOU MOVE / ADDRESS CHANGES

You should notify our office in writing as soon as possible when you're mailing address changes. Please sign your letter and include your social security number (for verification purposes). You may mail, fax or email your request. **For your protection our office will not accept address changes by telephone.**

SALE OF YOUR INTEREST

For a full or partial conveyance of a mineral, royalty, overriding royalty or working interest, furnish:

- A copy of the conveyance document recorded in the county and state where the property is located.
- If an unrecorded copy is submitted, the interest will be suspended until we are provided with a recorded copy.

NAME CHANGES

When an individual's name changes because of marriage, divorce, etc. furnish our office with:

- Copy of marriage certificate, divorce decree or other document effecting the name change.

When a company or corporation changes its name or merges, our office will require:

- A copy of the Certificate or Name Change or Certificate of merger.

CHANGE OF OWNERSHIP DUE TO DIVORCE

Our office will need a copy of the Final Divorce Decree, and copies of recorded conveyances if applicable.

TRUSTS

When a trust is created our office will require copies of the Trust Agreement **AND** the recorded conveyance into the trust.

When the trust is dissolved, we will need a copy of the Instrument of Dissolution or other appropriate recorded conveyances.

OTHER

Guardianships: When an owner is declared incompetent, furnish Letters of Guardianship issued by the local court.

When a minor reaches the legal age, all we need is a copy of the minor's birth certificate.

Bankruptcy: Our office will need copies of the court order appointing the Trustee, and if appropriate, the recorded Conveyances and the court order confirming any sales.

Termination of Joint Tenancy

Upon Death: Furnish a copy of the death certificate and the social security number and address of the new owner.

Life Tenant: May also be referred to as a "Life Estate". When an owner of a life estate dies, our office will need a copy of the death certificate and the names, addresses and social security numbers of the persons who own the Remainder and who succeed to the interest. In some instances, we will need further information including a copy of the documents which originally created the life tenancy and names the successors.

WHEN AN OWNER DIES

Title to real property owned by the deceased party passes one or two ways – either by testate succession or by intestate succession. Testate is with a probated Last Will and Testament. Intestate is without a will. In the absence of a Will, or if the Will has not been probated, title to real property passes according to the Laws of Descent and Distribution for the State in which the wells are located, and not the state of residence.

Depending on the circumstance, the documentation we **must** be provided is as follows:

Testate (probated Will)	Intestate (without a Will/or Will not probated)
Copy of PROBATED Last Will and Testament, with Certificate of filing containing Probate File number from Probate Court	Death Certificate
<ol style="list-style-type: none"> 1. Letters Testamentary naming the Executor 2. Determination of Heirship, Judgment of Possession or other probate documents (if appropriate). 3. Final Decree of Distribution (if appropriate) 4. Provide proof that debts and inheritance taxes have been paid. 5. Recorded deed (if appropriate) to beneficiaries. 	Heirship Affidavit <ol style="list-style-type: none"> 1. Provide affidavit from an individual acquainted with, but not related to the deceased. 2. Signature of affiant must be notarized 3. Affidavit MUST be recorded in the County/Parish where the wells/property are located
<u>Furnish addresses and Social Security/Tax ID numbers for each party inheriting.</u>	<u>Furnish addresses and Social Security/Tax ID numbers for each party inheriting.</u>
Record a certified copy of the Will & Probate in the County/Parish where the wells are located <u>OR</u> Provide documentation of ancillary probate proceedings in the state where well is located.	Note: We <u>cannot</u> accept Heirship Affidavits completed by direct family members (those with a beneficial interest) to the deceased owner. The form can be completed by a friend, acquaintance, neighbor, minister, etc. who knew the deceased and had familiar knowledge of their family history.

Providing the proper documents will expedite requests for ownership changes, etc.