

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 producing property is located

DUNCAN'S policy prevents the transfer or suspension of payments without a copy of the recorded deed, or conveyance or assignment.

WHEN AN OWNER DIES

When an owner dies *without a will*, furnish as many of the following documents:

- Death Certificate
- Letters of Administration
- Order determining heirship and distribution and/or
- Affidavit of Heirship

Individual state laws on descent and distribution differ. You will be informed by DUNCAN if additional information is needed.

When an owner dies *with a will* which has been admitted to *probate proceedings in the same state where the producing property is located*, furnish as many of the following documents as are appropriate in your state:

- Death Certificate
- Application for probate
- Copy of the Will
- Order admitting the will to Probate
- Letters Testamentary
- Final court decree distributing the assets and closing administration of the estate
- Copies of any appropriate recorded conveyances

In some situations, other documentation as determined by the Division Order Department may be needed.

When an owner dies *with a will* which has been admitted to *probate proceedings in a state other than that where the producing property is located*, record exemplified copies of the following documents in the state where the producing property is located and furnish DUNCAN copies of the recorded instruments:

- Application for probate
- Copy of the Will
- Order admitting the will to Probate
- Letters Testamentary
- Final court decree distributing the assets and closing administration on the estate
- Copies of any appropriate recorded conveyances

In some states, in the place of the above, Ancillary Probate Proceedings in the state where the producing property is located are required. Our Division Order Department can help you in determining the information needed.

TERMINATION OF JOINT TENANCY UPON DEATH

DUNCAN will need a copy of the death certificate. Please furnish the new social security or tax identification number.

LIFE TENANT DIES

When an owner of a life estate dies, DUNCAN 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 situations, DUNCAN will need further information including the documents that created the life tenancy and named the successors.

NAME CHANGES

When an individual's name changes because of marriage, divorce, etc., furnish DUNCAN with a copy of the marriage certificate, divorce decree or other document effecting the name change.

When a company or corporation changes its name, DUNCAN will require a copy of the Certificate of Name Change. If the change is due to a merger, please furnish a copy of the Certificate of Merger.

CHANGE OF OWNERSHIP DUE TO DIVORCE

DUNCAN will need a copy of the divorce decree and copies of recorded conveyances.

TRUSTS

When a trust is created DUNCAN will require copies of the Trust Agreement and the recorded conveyance to the trust.

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

GUARDIANSHIPS

When an owner is declared incompetent, please 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

DUNCAN will need copies of the court order appointing the Trustee, if appropriate, the appropriate recorded conveyances and the court order confirming any sales.

PAYMENTS LESS THAN \$100.00

**MONIES WILL ACCRUE UNTIL
THE TOAL EQUALS \$100.00
UNLESS REQUESTED OTHERWISE**



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