

The below lists documents you may or may not have. Please send what you do have including the death certificate and we will get started reviewing the documents. Please note: The documents listed below as **MUST** be recorded are not recorded in the correct County in Texas, INEOS will not be able to complete the update to our records. The County of record is based on the mineral interest County not the person's place of death.

TRANSFER OF OWNERSHIP UPON DEATH:

INEOS requires the following to properly transfer the interest of a deceased owner of mineral interest to the heir(s).

- The Last Will and Testament, if available
- The Order Admitting Will to Probate & Letters Testamentary and Final Order of Distribution **(Recorded)**
- **Recorded** copy of the Deed
- **Recorded** Death Certificate
- W9 for the heir(s)

Please note, if you have any questions on the above or there is no Will, we recommend you speak with an oil and gas attorney licensed in the state where the minerals are located.

TERMINATION OF JOINT TENANCY:

Please provide a copy of death certificate, and a W9.

TERMINATION OF LIFE ESTATE:

Please provide a copy of death certificate, a copy of the Deed recorded creating the Life Estate (if available), and a W9.

NAME CHANGE DUE TO MARRIAGE OR DIVORCE:

To update your last name, please provide a copy of marriage license or a copy of divorce decree as well as an updated W9. If you are wanting to add or remove second owner to the account, we will need a Deed **recorded** in the county where the property is located.

TRANSFER OF OWNERSHIP INTO A TRUST OR OUT OF A TRUST:

To transfer ownership to a Trust or out of a Trust, please provide a copy of Deed **recorded** moving the interest to the new owner, **recorded** in the county where the property is located, the Memo or Certificate of Trust, and a W9 for the Trust.

CHANGE OF TRUSTEE:

If they are deceased:

Please provide a death certificate, Trust documentation naming successor trustee would be what is needed, and an updated W9 if the tax ID is changing.

If relinquishing their duties:

Please provide a document from the previous trustee relinquishing duties and Trust documents naming successor, and an updated W9 if the tax ID is changing.

SALE OF PROPERTY:

Please provide a copy of the Deed or Assignment, **recorded** in the county where the property is located, and W9(s) Grantee/Assignee.