



## Documents Required to Transfer Mineral Interest

Please submit the applicable documents to our land department by email to [ownerrelations@tgnr.com](mailto:ownerrelations@tgnr.com) or by mail to:

**TGNR**  
**Attention: Land Department**  
**PO Box 696504**  
**San Antonio, TX 78269**

**TGNR (certified mail only)**  
**Attention: Land Department**  
**811 Main St. Suite 1500**  
**Houston, TX 77002**

### RECORDING REQUIREMENT

Note: All documents that transfer, convey or merge any interests in land, minerals, royalties, or oil and gas leases that are the basis for payments from oil and gas well(s) **MUST first be filed of record in the County/Parish land records where the oil and gas well(s) are located**, and certified copies furnished to us before a transfer of ownership can be processed on our records.

#### A W-9 WILL BE REQUIRED IN ALL SITUATIONS

SITUATION	DOCUMENTATION REQUIRED
<b>Address or bank change</b>	Submit change request in writing with interest owner’s signature. Go to EnergyLink @ <a href="https://www.energylink.com/default.aspx">https://www.energylink.com/default.aspx</a>
<b>An owner dies with a will which has been probated</b>	<ul style="list-style-type: none"> <li>A copy of the signed and probated Last Will &amp; Testament recorded in the County/Parish where minerals are located</li> <li>The Application to Probate and the Order Admitting Will to Probate recorded in the County/Parish where minerals are located</li> <li>The Letters of Testamentary</li> <li>The appropriate recorded conveyances</li> <li>Name, addresses, and phone numbers for all beneficiaries under the will.</li> <li>W-9 forms completed for all beneficiaries under the will</li> </ul>
<b>An owner dies with a will, and it has not been probated, but will be</b> <b>Please inform us as to the status of the probate proceeding but do not submit until you have all the following documents:</b>	<ul style="list-style-type: none"> <li>A copy of the signed Last Will &amp; Testament recorded in the County/Parish where the minerals are located</li> <li>The Order Admitting Will to Probate recorded in the County/Parish where the minerals are located</li> <li>The Letters of Testamentary</li> <li>The appropriate recorded conveyances</li> <li>Name, addresses, and phone numbers for all beneficiaries under the will</li> <li>W-9 completed for all beneficiaries under the will</li> </ul>

Disclaimer: This list is not necessarily all-inclusive. You may be asked to provide additional documentation.

<b>An owner dies without a will or if the will is not going to be probated</b>	<ul style="list-style-type: none"> <li>• The Death Certificate</li> <li>• Affidavits of Death and Heirship</li> <li>• AOH <b>(person completing the AOH should not be a direct heir, all questions should be answered. If any heirs or decedents are deceased a separate recorded AOH will be required for each deceased heir). If the answer to the question is unknown, please write Unknown on the affidavit.</b></li> <li>• AOH needs to be file/recorded in the County/Parish where the subject mineral interest is located and notarized</li> <li>• Name, addresses, and phone numbers for all heirs to the Estate</li> <li>• W-9 form competed for all heirs to the Estate</li> </ul>
<b>Changes in ownership due to marriage, divorce, name change ETC.</b>	Marriage Certificate, Divorce Decree reinstating maiden name, Settlement Agreement/Conveyance (recorded in the County or Parish) or any other document granting name change
<b>Name Change – company or corporation</b>	Certificate of Name Change including Tax ID
<b>Name Change due to Merger - company or corporation</b>	Certificate of Merger including Tax ID
<b>Appointment of attorney-in-fact</b>	Copy of signed and notarized Power of Attorney
<b>Sale of an interest / Assignment gift deed, mineral deed, or conveyance</b>	Certified copy of the conveyance or assignment filed of record in the county/ parish in which the property is located
<b>Trust or Partnership is created</b>	<ul style="list-style-type: none"> <li>• Trust or Partnership Agreement and recorded document conveying the interest in a property to a Trust or Partnership</li> <li>• W-9 completed for Trust or Partnership</li> </ul>
<b>Trust or Partnership is terminated</b>	Dissolution of Trust or Partnership and recorded conveyances to beneficiaries or partners
<b>Changes in Trustee</b>	Documents facilitating the change(s) and appointing the new trustee(s)
<b>Death of joint tenant</b>	Death Certificate of Joint Tenant
<b>Transfer of Ownership from an estate</b>	Copy of recorded conveyance from the county or counties in which the property(s) are located, executed by the personal representative of the estate, and accompanied by supporting probate documents evidencing the authority of the personal representative to make the conveyance.
<b>Chapter 11 Bankruptcy</b>	<ul style="list-style-type: none"> <li>• Plan of Reorganization</li> <li>• Order Confirming the Plan of Reorganization</li> </ul>
<b>Chapter 7 Bankruptcy</b>	<ul style="list-style-type: none"> <li>• Recorded conveyance from the United States Trustee (as appropriate)</li> <li>• Order Naming Trustee of Bankruptcy Estate</li> </ul>

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