



Documents Required to Transfer Mineral Interest

Please submit the applicable documents to our land department by email to ownerrelations@tgnr.com or by mail to:

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

TGNR (certified mail only)
Attention: Land Administration
717 Texas Avenue, Suite 2000
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
Address or bank change	Submit change request in writing with interest owner's signature. Go to EnergyLink @ https://www.energylink.com/default.aspx
An owner dies with a will which has been probated	<ul style="list-style-type: none"> A copy of the signed and probated Last Will & Testament recorded in the County/Parish where minerals are located The Application to Probate and the Order Admitting Will to Probate recorded in the County/Parish where minerals are located The Letters of Testamentary The appropriate recorded conveyances Name, addresses, and phone numbers for all beneficiaries under the will. W-9 forms completed for all beneficiaries under the will
An owner dies with a will, and it has not been probated, but will be Please inform us as to the status of the probate proceeding but do not submit until you have all the following documents:	<ul style="list-style-type: none"> A copy of the signed Last Will & Testament recorded in the County/Parish where the minerals are located The Order Admitting Will to Probate recorded in the County/Parish where the minerals are located The Letters of Testamentary The appropriate recorded conveyances Name, addresses, and phone numbers for all beneficiaries under the will W-9 completed for all beneficiaries under the will

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

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

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