



DOCUMENTATION REQUIREMENTS AND INSTRUCTIONS FOR CHANGE OF OWNERSHIP

Please see below for the documentation necessary to process changes in ownership. If you have any questions, please contact the Land Department at 469-993-1961. Once obtained, the relevant documents can be emailed to royalty.owners@montare-resources.com or mail to Montare Operating, Ltd., Attn: Land Department, 777 International Parkway, Suite 100, Flower Mound, Texas 75022.

In order to complete this request, and facilitate the transfer of ownership, Montare Operating, Ltd. will need copies of the documentation outlined below:

Type:	Situation:	Required Documentation:
Address and Name Changes	<i>Address Change form found on www.montare-resources.com website(Royalty Owners tab)</i>	*Address Change request must include your owner number, old address, new address, and signature.
	Marriage, Divorce, etc.	*Marriage Certificate *Copy of Recorded Final Divorce Decree, including the Settlement Agreement *Other official documentation affecting name change, i.e., Certified Court Order
	Ownership Change Due to Divorce	*Copy of Recorded Final Divorce Decree, including the Settlement Agreement *(and, if applicable) Copy of Recorded Assignment/Conveyance in the County/Parish where the property is located
	Company or Corporation	*Certificate of Name Change *Tax Identification Number (EIN)
	Merger of Company or Corporation	*Certificate of Merger *Tax Identification Number (EIN)
	Power of Attorney and/or Appointment of AIF (Attorney-in-Fact)	*Copy of Recorded Power of Attorney in the County/Parish where the property is located
	Assignments & Conveyances	Any sale, or ownership change, of an Interest
Trusts and Partnerships		Creation of a Trust or Partnership <i>Any conveyance/assignment to a Trust or Partnership must name the Trustee.</i>
	Termination of a Trust or Partnership	*Dissolution of Trust/Partnership AND, if appropriate, *(and, if applicable) Copy of Recorded Assignment/Conveyance in the County/Parish where the property is located to beneficiary
	Appointment and/or Change of Trustee(s)	*Copy of Trust/Partnership Agreement Naming or Appointing a Successor



Type:	Situation:	Required Documentation:
Deceased Individual and Estate Proceedings	Testate (Died with a Will) and Probate Proceedings are being conducted in the State where the property is located	*Death Certificate *Certified Copy of Last Will and Testament *Certified Copy of Letters Testamentary *Certified Copy of Inventory (if any) *Certified Copy of Order Admitting Will to Probate *Recorded Copy, of the Certified Copies above, in the County/Parish where the property is located *Evidence debts and taxes have been paid *Heirs' names, addresses and SSN's *(and, if applicable) Copy of Recorded Assignment/Conveyance in the County/Parish where the property is located to beneficiary
	Testate (Died with a Will) and Probate Proceedings are not being conducted in the State where the property is located	*Ancillary Probate Proceedings opened in state where property is located or the Laws of Descent and Distribution will apply if an Affidavit of Heirship is used to distribute mineral interest
	Intestate (Died without a Will) <i>See Instructions for the Affidavit of Heirship form found on www.montare-resources.com website (Royalty Owners tab).</i>	*Death Certificate *Copy of Recorded Affidavit of Heirship (x2) in the County/Parish where the property is located to beneficiary *Evidence debts and taxes have been paid *Heirs' names, addresses and SSN's
Bankruptcy	Chapter 11	*Plan of Reorganization
	Chapter 7	*Order confirming plan of Reorganization *(and, if applicable) Copy of Recorded Assignment/Conveyance in the County/Parish where the property is located *Order naming Trustee of Bankruptcy Estate

In order to record a document of Public Record, get in contact with the County Clerk where the properties reside, prior to writing a check, or obtaining a money order, to confirm the amount of the filing fees. You can access the National Association of Counties website to find your relevant county clerk's address and contact information: www.naco.org

Please allow 3 - 5 weeks for our system to be updated with your current information.

**** Please Do Not Send Original Documents (Copies Only Please) Originals Will Not be Returned****

All documents and questions should be sent to:

Montare Operating, Ltd.
Attn: Land Department
777 International Parkway, Suite 100
Flower Mound, Texas 75022
Phone: 469-993-1961
Email: royalty.owners@montare-resources.com

*Any instructions provided by Montare Operating, Ltd. are provided for informational purposes only and are based on Montare Operating, Ltd. customary documentation and policy requirements. Documentation and policy requirements may differ based on the facts of each matter. No information or instructions provided by Montare Operating, Ltd. constitutes or should be construed as legal advice. You are encouraged to seek advice from a licensed attorney of your own choosing. Montare Operating, Ltd. shall not be responsible for your use of or reliance on any instructions or information provided by Montare Operating, Ltd. and you hereby release Montare Operating, Ltd. from all such liability and hereby assume any and all risks associated therewith. **Laws of agency preclude us from providing forms for conveying real property interests. However, you may contact an attorney, Legal Aid Society or the local Bar Association for assistance in handling these matters.***

Call 469-993-1961, or email royalty.owners@montare-resources.com for any comments or questions.