

MEWBOURNE OIL COMPANY

Documents We Require To Make Changes To Ownership Information

FOR:	WE WILL NEED:
NAME CHANGES:	
Changes to an individual's name due to marriage, divorce, etc.	Copy of Marriage Certificate, Divorce Decree, or other document affecting name change.
Changes to the name of a company or corporation.	Certificate of Name Change valid in the state where the interest is located, including Tax ID #.
Changes due to a merger of a company or corporation.	Certificate of Merger valid in the state where the interest is located including Tax ID #.
Appointment of Attorney-In-Fact.	Copy of the Power of Attorney.
SALE OF AN INTEREST	Copy of document conveying title, from the Clerk in the county in which the interest is located.
CHANGE DUE TO DIVORCE	Copy of Final Divorce Decree, including Settlement Agreement, and any recorded conveyances.
TRUSTS/PARTNERSHIPS:	
Trust or Partnership is created.	Trust or Partnership Agreement and, if appropriate, recorded document conveying the interest in a property to a Trust or Partnership.
Trust or Partnership is terminated.	Dissolution of Trust or Partnership and, if appropriate, recorded conveyances to beneficiary.
Changes in Trustee.	Instrument whereby the successor trustee was Appointed.
DEATH OF A JOINT TENANT	Copies of Death Certificate of Joint Tenant
ESTATE PROCEEDINGS:	
Owner died with a Will (testate) and probate proceedings were conducted in the state where the property is located.	<ul style="list-style-type: none"> • Order Admitting Will to Probate. • Letters Testamentary. • Last Will and Testament • Evidence debts and taxes have been paid • Final Decree of Distribution or

	<p>Judgment of Possession</p> <ul style="list-style-type: none"> • Copy of Death Certificate
<p>Owner died with a Will (testate) and probate proceedings were conducted in a state other than the state where the property is located</p>	<ul style="list-style-type: none"> • Order Admitting Will To Probate • Letters Testamentary • Last Will and Testament. • Evidence debts and taxes have been paid. • Final Decree of Distribution or Judgment of Possession. • Documentation of ancillary probate proceedings opened in all affected states or Affidavit of Heirship. • Copy of Death Certificate.
<p>Owner died without a Will (intestate) (State laws of descent and distribution will apply)</p>	<p>Copy of Death Certificate. Copy of Life Tenant's Death Certificate (if applicable). Names and addresses of remaindermen (if applicable). Letters of Administration. Affidavit of Heirship. Evidence debts and taxes have been paid.</p>