



Documents Required to Transfer Mineral Interest

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

Browning Oil Company
 Attention: Owner Relations
 12377 Merit Drive, Suite 450
 Dallas, TX 75251
 214-739-3481 Fax: 214-739-4458

REQUIREMENTS

Note: All documents that transfer or convey 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 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. For corporations, partnerships, trusts and limited liability companies, if a change of ownership is requested due to merger, dissolution, or name change, then appropriate documentation or certificates evidencing such changes MUST first be filed of record in the County land records where the oil and gas well(s) are located, and certified copies furnished to us before the change can be processed on our records.

SITUATION	DOCUMENTATION REQUIRED
Address or bank change	Submit change request form with interest owner's signature.
Direct Deposit - Bank change	Submit a new ACH form for update.
An owner dies with a will which has been probated	<ul style="list-style-type: none"> a. a copy of the signed and probated Last Will & Testament b. the Application to Probate and the Order Admitting Will to Probate c. the Letters Testamentary d. the appropriate recorded conveyances e. names, addresses, and phone numbers for all beneficiaries under the will f. Form W-9s completed for all beneficiaries under the will
An owner dies with a will, and it has not been probated, but will be	<p>Please inform us as to the status of the probate proceedings and wait until they have been completed before submitting:</p> <ul style="list-style-type: none"> a. a copy of the signed Last Will & Testament b. the Order Admitting Will to Probate c. the Letters Testamentary d. the appropriate recorded conveyances e. names, addresses, and phone numbers for all beneficiaries under the will f. Form W-9s completed for all beneficiaries under the will
An owner dies without a will	<ul style="list-style-type: none"> a. the Death Certificate; b. Affidavits of Death and Heirship



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<p>An owner dies without a will cont:</p>	<ul style="list-style-type: none"> ii. the Affiant should be a disinterested party to the mineral/royalty interest owner's estate, but who knows the facts and circumstances surrounding the mineral/royalty interest owner iii. the Affidavit must be recorded in the county where the subject mineral interest is located c. Names, addresses, and phone numbers for all heirs to the estate d. Form W-9s completed for all heirs to the estate
<p>An owner dies with a will, but it will not be or was not probated</p>	<p>The estate is treated as though a Will did not exist. Please submit the following documents:</p> <ul style="list-style-type: none"> a. the Death Certificate b. a copy of the signed will, even though not probated c. Affidavit of Death and Heirship <ul style="list-style-type: none"> i. the other Affiant should be a disinterested party to the mineral/royalty interest owner's estate, but who knows the facts and circumstances surrounding the mineral/royalty interest owner ii. the Affidavit must be recorded in the county where the subject mineral interest is located d. Names, addresses, and phone numbers for all heirs to the estate e. Form W-9s completed for all heirs to the estate
<p>Change in ownership as the result of a divorce</p>	<p>Complete Divorce Decree including Settlement Agreement, and recorded conveyances (if appropriate)</p>
<p>Change in ownership due to gifting of minerals</p>	<p>Copy of recorded conveyance from the county or counties in which the property(s) are located</p>
<p>Name changes due to marriage, divorce, etc. (Individual)</p>	<p>Marriage Certificate, Divorce Decree reinstating maiden name, or other document granting name change</p>
<p>Name Change – company or corporation</p>	<p>Certificate of Name Change including a new W-9</p>



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Name Change due to Merger - company or corporation	Certificate of Merger including a new W-9
Appointment of attorney-in-fact	Certified Copy of signed and recorded Power of Attorney, filed in the County where the property is located.
Sale of an interest	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"> a. Trust or Partnership Agreement and recorded document conveying the interest in a property to a Trust or Partnership b. Form 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	<ul style="list-style-type: none"> a. Death Certificate of Joint Tenant b. W-9 for new owner as individual
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"> a. Plan of Reorganization b. Order Confirming the Plan of Reorganization
Chapter 7 Bankruptcy	<ul style="list-style-type: none"> a. Recorded conveyance from the United States Trustee (as appropriate) b. Order Naming Trustee of Bankruptcy Estate