

Documents Required to Transfer Mineral Interest

Please submit the applicable documents to our land department by mail to:

Caliber Resource Partners
 6301 Waterford Boulevard, Suite 215
 Oklahoma City, OK 73118

RECORDING REQUIREMENT

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. Caliber does not prepare the documents.

SITUATION	DOCUMENTATION REQUIRED
Address or bank change	Submit change request in writing with interest owner's signature.
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	Please inform us as to the status of the probate proceedings and wait until they have been completed before submitting: <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 from two Affiants <ul style="list-style-type: none"> i. one Affiant should be a family member (interested party)

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	<p>who has knowledge of the facts and circumstances surrounding the mineral/royalty interest owner</p> <ul style="list-style-type: none"> ii. 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 iii. the two Affidavits must be recorded in the county where the subject mineral interest is located iv. if you have prepared (or have had prepared) an affidavit(s) for another operator, we may be able to accept it/them; if you have not, we can help you prepare it/them, if necessary; if the latter is the case, please request an Heirship form. <ul style="list-style-type: none"> c. the Letters of Administration (if applicable) d. names, addresses, and phone numbers for all heirs to the estate e. 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. Affidavits of Death and Heirship from two Affiants <ul style="list-style-type: none"> i. one Affiant should be a family member (interested party) who has knowledge of the facts and circumstances surrounding the mineral/royalty interest owner ii. 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 iii. the two Affidavits must be recorded in the county where the subject mineral interest is located iv. if you have prepared (or have had prepared) an affidavit(s) for another operator, we may be able to accept it/them; if you have not, we can help you prepare it/them, if necessary; if the latter is the case, please request an Heirship form. d. the Letters of Administration (if applicable) e. names, addresses, and phone numbers for all heirs to the estate f. 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>

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Name changes due to marriage, divorce, etc. (Individual)	Marriage Certificate, Divorce Decree reinstating maiden name, or 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	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	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"> 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