



DOCUMENTATION REQUIREMENTS FOR OWNERSHIP CHANGES AND OTHER EVENTS

Please see below for documentation necessary to process changes in ownership. If you have any questions, please contact Owner Relations at (214) 297-0507. Documents can be faxed directly to (214) 297-0507, emailed to land@stewardenergy.com or mail to Steward Energy II, LLC, Attn: Land Department, 2600 N Dallas Pkwy, Suite 400, Frisco, Texas 75034.

	Situation	A copy of the following document(s) is required:
<i>Address Changes</i>	Address Change form found on www.stewardenergy.net website under the Owner Relations tab	<p>Address Change request must include your owner number, old address, new address and signature.</p> <p>Send your completed Address Change form as follows:</p> <ul style="list-style-type: none"> • Mail • Email: land@stewardenergy.com • Fax: (214) 297-0499
<i>Name Change</i>	Marriage, Divorce, etc.	<ul style="list-style-type: none"> • Marriage Certificate • Certified Divorce Decree reinstating maiden name • Other official documentation affecting name change, i.e. Certified Court Order
	Company or Corporation	<ul style="list-style-type: none"> • Certificate of Name Change including Tax Identification Number
	Merger of Company or Corporation	<ul style="list-style-type: none"> • Certificate of Merger including Tax Identification Number
	Appointment of AIF (Attorney in Fact)	<ul style="list-style-type: none"> • Copy of AIF/Power of Attorney Document
<i>Convey/Transfer Interest</i>	Sale of an Interest	<ul style="list-style-type: none"> • Assignment/Conveyance filed of record in the County/Parish where the property is located
<i>Ownership Change Due to Divorce</i>	Divorce	<ul style="list-style-type: none"> • Recorded copy of final Divorce Decree including Settlement Agreement, AND, if appropriate, • Recorded Assignment/Conveyance
<i>Trusts/Partnerships</i>	Creation of a Trust or Partnership	<ul style="list-style-type: none"> • Trust or Partnership Agreement, AND, if appropriate, • Recorded document conveying the interest in property to a Trustee of a Trust or Partnership (Conveyance MUST name Trustee)
	Termination of a Trust or Partnership	<ul style="list-style-type: none"> • Dissolution of Trust/Partnership AND, if appropriate, • Recorded Conveyance to beneficiary
	Change in Trustee	<ul style="list-style-type: none"> • Copy of Trust/Partnership Agreement Naming or Appointing a Successor

	Situation	A copy of the following document(s) is required:
<i>Estate Proceedings</i>		Trustee <ul style="list-style-type: none"> • Copy of Resignation of Trustee and Acceptance by Successor Trustee
	Owner died with a Will (testate) & Probate Proceedings are being conducted in a state where the property is located	<ul style="list-style-type: none"> • Death Certificate • Order Admitting Will to Probate in County/Parish of property • Letters Testamentary • Last Will and Testament • Evidence debts and taxes have been paid • Final Decree of Distribution or Judgment of Possession in County/Parish of property • Heirs' names, addresses & SSN's
	Owner died with a Will (testate) & Probate Proceedings are being conducted in a state OTHER than where the property is located	<ul style="list-style-type: none"> • Ancillary Probate Proceedings opened in state where property is located OR • Laws of Descent and Distribution will apply if an Affidavit of Heirship is used to distribute mineral interest.
	Owner died without a Will (intestate) NOTE: Laws of Descent & Distribution Apply	<ul style="list-style-type: none"> • Death Certificate • Letters of Administration (if applicable) • Affidavit of Heirship recorded in the County where the property is located and signed by disinterested third party • Evidence debts and taxes have been paid • Heirs' names, addresses & SSN's
<i>Bankruptcy</i>	Chapter 11	<ul style="list-style-type: none"> • Plan of Reorganization
	Chapter 7	<ul style="list-style-type: none"> • Order confirming the Plan of Reorganization • Recorded Conveyance (as appropriate) • Order naming Trustee of Bankruptcy Estate