



**STEWARD**  
ENERGY

### **AFFIDAVIT OF HEIRSHIP GUIDELINES**

**PLEASE USE THE FOLLOWING GUIDELINES TO ENSURE THE AFFIDAVIT OF HEIRSHIP IS COMPLETED CORRECTLY.**

1. The Affidavit of Heirship CANNOT be filled out by any party who stands to benefit from the Estate. Please refer to your attorney, CPA, other family members, family friend or acquaintance to complete the Affidavit.
2. Once the Affidavit of Heirship is completed, choose a TWO PEOPLE who are familiar with the deceased's family and marital history AND who do not stand to inherit from the deceased. These individuals should read through the completed Affidavit and, if they agree that the information is correct, sign the document before a Notary Public.
3. All signatures in the Affidavit MUST be notarized.
4. The Affidavit MUST be recorded in the county where the wells are located. Call the county clerk's office to inquire about the recording cost of the Affidavit. Remember to enclose your check with the Affidavit.
5. Make sure to include the appropriate legal description for recording if required by the state. Confirm with the county clerk's office the necessary requirements.
6. Keep copies of Affidavits and legal documents for your records.
7. Send Steward Energy II, LLC a copy of the recorded Affidavit, including a legible recorder's stamp, along with any other necessary documentation.

### **PLEASE BE AWARE OF THE FOLLOWING**

1. A recorded Affidavit is required if a Will is not being probated.
2. A recorded Affidavit is required if there is no Will.
3. If the decedent died with a Will and it will be probated, an Affidavit of Heirship cannot be used to transfer interest. Please see the INSTRUCTIONS FOR CHANGE OF OWNERSHIP LETTER.
4. An Affidavit must be filled out by two, disinterested third parties. Or in other words, there must be "two Affidavits for one Estate."
5. The interest will then be transferred according to the Laws of Descent & Distribution by the State where the properties are located.
6. If any heirs of the decedent are deceased, a separate Affidavit of Heirship will be required for each heir.
7. If more space is needed to adequately supply the information requested, please attach a separate sheet of paper.

**Once the requested documentation has been obtained, please forward the information to the following address:**

Steward Energy II, LLC  
ATTN: Land Department  
2600 N. Dallas Parkway, Suite 400  
Frisco, TX 75034

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

*Any instructions provided by Steward Energy II, LLC are provided for informational purposes only and are based on Steward Energy II, LLC's customary documentation and policy requirements. Documentation and policy requirements may differ based on the facts of each matter. No information or instructions provided by Steward Energy II, LLC constitutes or should be construed as legal advice, and you are encouraged to seek advice from a licensed attorney of your own choosing. Steward Energy II, LLC shall not be responsible for your use of or reliance on any instructions or information provided by Steward Energy II, LLC and you hereby release Steward Energy II, LLC from all such liability and hereby assume any and all risks associated therewith.*

*Call (214) 297-0500, or email [land@stewardenergy.net](mailto:land@stewardenergy.net), for any comments or questions.*

**NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE NUMBER.**

**AFFIDAVIT OF HEIRSHIP**

STATE OF \_\_\_\_\_ §

(COMPANY USE ONLY)

COUNTY OF \_\_\_\_\_ §

(COMPANY USE ONLY)

**KNOW BY ALL THESE PRESENTS:**

**BEFORE ME**, the undersigned authority, on this day personally appeared \_\_\_\_\_, (the "Affiant") known to me to be a credible and reputable person, and being of lawful age, who after first being duly sworn upon oath, deposes and says:

- 1) Affiant states that Affiant was personally acquainted with information concerning the Estate of \_\_\_\_\_ (**DECEDENT**), during his/her lifetime, having known him/her for a period of \_\_\_\_\_ years, and bearing the following relationship to said decedent, as a \_\_\_\_\_.
- 2) Affiant further states that Affiant was well acquainted with the family, and near relatives, of the Decedent, and the statements herein are based upon the personal knowledge of the Affiant, and to the best of the Affiant's knowledge the statements herein are true and correct.
- 3) The Decedent departed this life at \_\_\_\_\_ in \_\_\_\_\_ County/Parish, of the State of \_\_\_\_\_, on or about \_\_\_\_\_, being \_\_\_\_\_ years old at the date of his/her death.
- 4) The Decedent owned, at the time of his/her death, land situated in \_\_\_\_\_ County/Parish, of the State of \_\_\_\_\_.
- 5) The land described above **was / was not** occupied as the homestead of the Decedent (**circle one**).
- 6) The land described above **is / is not** now occupied as the homestead of the Decedent's surviving **husband / wife** (**circle one**).
- 7) The land described above **was / was not** owned as community property (**circle one**).
- 8) The land described above **is / is not** now owned as community property (**circle one**).
- 9) The Decedent **did / did not** die with a written Will (if yes, attach a copy thereof) (**circle one**).
  - a. If Decedent died with a Will, the Will **has / has not** been admitted to probated, or filed of record, in the State where the above described land is situated (**circle one**). Where was Will first admitted to probate? Give the name of court, and also of the city, county, state and in which court it is located:  
\_\_\_\_\_
  - b. If Decedent died with a Will, and the Will has not been admitted to probate, the family and/or the representatives of the Estate, **have / have no** plans of admitting the Will to be probated (**circle one**).

10) **There is / There is not** any administration pending on the estate of Decedent. To the best of the Affiant's knowledge, the Decedent left no debts unpaid and there are no unpaid Estate or Inheritance Taxes (**circle one**).

11) Provide the following information the Decedent's marital history:

NAME OF SPOUSE	DATE OF MARRIAGE	DATE OF DIVORCE	DATE OF SPOUSE'S DEATH

12) Provide the following information on the Decedent's natural born and adopted children:

NAME OF CHILD / CURRENT ADDRESS	DATE OF BIRTH	NAME OF CHILD'S OTHER PARENT	DATE OF DEATH

13) Provide the following information on the Decedent's grandchildren, born only to the deceased children in Item 12 above:

NAME OF CHILD / CURRENT ADDRESS	DATE OF BIRTH	NAME OF GRANDCHILD'S DECEASED PARENT	DATE OF DEATH

14) If the Decedent never married and did not have any children, provide the following information on the Decedent's parents:

<b>DECEDENT'S PARENTS</b>	<b>PARENT'S NAME / CURRENT ADDRESS</b>	<b>DATE OF DEATH</b>
<b>MOTHER</b>		
<b>FATHER</b>		

15) Provide the following information on the Decedent's brothers and/or sisters:

<b>NAME OF SIBLING / CURRENT ADDRESS</b>	<b>DATE OF BIRTH</b>	<b>NAME OF CHILD'S OTHER PARENT</b>	<b>DATE OF DEATH</b>

16) Provide the following information on the Decedent's nieces and/or nephews born only to the deceased brothers and/or sisters in Item 15 above:

<b>NAME OF NIECE OR NEPHEW / CURRENT ADDRESS</b>	<b>DATE OF BIRTH</b>	<b>NAME OF CHILD'S OTHER PARENT</b>	<b>DATE OF DEATH</b>

17) Further Affiant sayeth not.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

**AFFIANT:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print)

**ACKNOWLEDGEMENT**

STATE OF \_\_\_\_\_ §

§

COUNTY OF \_\_\_\_\_ §

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by \_\_\_\_\_.

\_\_\_\_\_  
Notary Public State of \_\_\_\_\_  
My commission expires: \_\_\_\_\_