



**DOCUMENTATION REQUIREMENTS & INSTRUCTIONS FOR CHANGE OF OWNERSHIP**

Please see below for the documentation necessary to process changes in ownership. If you have any questions, please contact Owner Relations at (214) 297-0500. Once obtained, the relevant documents can be emailed to [land@stewardenergy.com](mailto:land@stewardenergy.com) or mail to Steward Energy II, LLC, Attn: Land Department, 777 Taylor St., Suite 1050, Fort Worth, Texas 76102.

In order to complete this request, and facilitate the transfer of ownership, Steward Energy II, LLC will need copies of the documentation outlined below:

<b>Type:</b>	<b>Situation:</b>	<b>Required Documentation:</b>
<b>Address and Name Changes</b>	<i>Address Change form found on <a href="http://www.stewardenergy.net">www.stewardenergy.net</a> website (Owner Relations tab)</i>	*Address Change request must include your owner number, old address, new address and signature.
	Marriage, Divorce, etc.	*Marriage Certificate *Copy of Recorded Final Divorce Decree, including the Settlement Agreement *Other official documentation affecting name change, i.e. Certified Court Order
	Ownership Change Due to Divorce	*Copy of Recorded Final Divorce Decree, including the Settlement Agreement *(and, if applicable) Copy of Recorded Assignment/Conveyance in the County/Parish where the property is located
	Company or Corporation	*Certificate of Name Change *Tax Identification Number (EIN)
	Merger of Company or Corporation	*Certificate of Merger *Tax Identification Number (EIN)
	Power of Attorney and/or Appointment of AIF (Attorney-in-Fact)	*Copy of Recorded Power of Attorney in the County/Parish where the property is located
<b>Assignments &amp; Conveyances</b>	Any sale, or ownership change, of an Interest	*Copy of Recorded Assignment/Conveyance in the County/Parish where the property is located
<b>Trusts and Partnerships</b>	Creation of a Trust or Partnership <i>Any conveyance/assignment to a Trust or Partnership must name the Trustee.</i>	*Copy of Trust/Partnership Agreement *Copy of Recorded Assignment/Conveyance in the County/Parish where the property is located to the Trustee of a Trust or Partnership
	Termination of a Trust or Partnership	*Dissolution of Trust/Partnership AND, if appropriate, *(and, if applicable) Copy of Recorded Assignment/Conveyance in the County/Parish where the property is located to beneficiary



# STEWARD ENERGY

<b>Deceased Individual and Estate Proceedings</b>	Appointment and/or Change of Trustee(s)	*Copy of Trust/Partnership Agreement Naming or Appointing a Successor
	Testate (Died with a Will) and Probate Proceedings are being conducted in the State where the property is located	*Death Certificate *Certified Copy of Last Will and Testament *Certified Copy of Letters Testamentary *Certified Copy of Inventory (if any) *Certified Copy of Order Admitting Will to Probate *Recorded Copy, of the Certified Copies above, in the County/Parish where the property is located *Evidence debts and taxes have been paid *Heirs' names, addresses and SSN's *(and, if applicable) Copy of Recorded Assignment/Conveyance in the County/Parish where the property is located to beneficiary
	Testate (Died with a Will) and Probate Proceedings are not being conducted in the State where the property is located	*Ancillary Probate Proceedings opened in state where property is located or the Laws of Descent and Distribution will apply if an Affidavit of Heirship is used to distribute mineral interest
	Intestate (Died without a Will)  <i>See Instructions for the Affidavit of Heirship form found on <a href="http://www.stewardenergy.net">www.stewardenergy.net</a> website (Owner Relations tab).</i>	*Death Certificate *Copy of Recorded Affidavit of Heirship (x2) in the County/Parish where the property is located to beneficiary *Evidence debts and taxes have been paid *Heirs' names, addresses and SSN's
<b>Bankruptcy</b>	Chapter 11	*Plan of Reorganization
	Chapter 7	*Order confirming plan of Reorganization *(and, if applicable) Copy of Recorded Assignment/Conveyance in the County/Parish where the property is located *Order naming Trustee of Bankruptcy Estate

**In order to record a document of Public Record, get in contact with your County Clerk, prior to writing a check, or obtaining a money order, to confirm the amount of the filing fees. You can access the National Association of Counties website to find your relevant county clerk's address and contact information: <http://www.naco.org>**

**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.