

INSTRUCTIONS FOR CHANGE OF OWNERSHIP AFTER OWNER'S DEATH (AFFIDAVIT OF HEIRSHIP)

If a deceased owner's Estate will not be probated, Paradigm Twenty requires the following documentation in order to update our records to reflect the appropriate ownership:

- **Death Certificate** (copy is sufficient)
- **Affidavit of Heirship** recorded in the county where the property/well is located. This document should be completed by disinterested parties (people who will not benefit from the Estate).

You can download an Affidavit of Heirship form from our owner relations site, along with guidelines on the next page to assist you in completing the document.

You will need to confirm the requirements for legal description identification with the county clerk's office. You can access the National Association of Counties website to find the county clerk's address and contact information at: <http://www.naco.org>

Please ensure that you furnish the Name, Address, Social Security/Federal Tax Identification number, and date of birth for each heir.

Please Note:

- A recorded Affidavit is required if a Will is not being probated.
- A recorded Affidavit is required if there is no Will.
- 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 AFTER OWNER'S DEATH (PROBATED WILL).

When available, please forward all the necessary documents to:

Paradigm Twenty
Attn: Division Order Department
3910 West 6th Avenue #282
Stillwater, OK 74074
Email: contactus@paradigm20.com

Any instructions provided by Paradigm Twenty, LLC are provided for informational purposes only and are based on Paradigm Twenty, 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 Paradigm Twenty, LLC constitutes or should be construed as legal advice, and you are encouraged to seek advice from a licensed attorney of your own choosing. Paradigm Twenty, LLC shall not be responsible for your use of or reliance on any instructions or information provided by Paradigm Twenty, LLC and you hereby release Paradigm Twenty, LLC from all such liability and hereby assume any and all risks associated therewith.

PLEASE USE THE FOLLOWING GUIDELINES TO ENSURE THE AFFIDAVIT OF HEIRSHIP IS COMPLETED AND RECORDED 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 person who is familiar with the deceased's family and marital history - **AND** - who does not stand to inherit from the deceased. This person should read through the completed Affidavit and, if they agree that the information is correct, sign page 6 of 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. Once recorded with the appropriate county clerk's office, send Paradigm Twenty a copy of the **recorded** Affidavit including a legible recorder's stamp from the county clerk's office (along with any other necessary documentation).
8. On a separate blank page, please list all heirs with current addresses and Social Security/Tax Identification numbers, and birth dates (if available) and include this list with the Affidavit when you send it.

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