

## Change of Ownership Guidelines

### SALE OF YOUR INTEREST

For a full or partial conveyance of mineral, royalty, overriding royalty or working interest, please furnish:

- A copy of the conveyance document recorded in the county and state where the producing property is located.

SM Energy's policy prevents the transfer of payments without a copy of the recorded deed, conveyance or assignment.

### IF AN OWNER PASSES AWAY

If an owner passes away without a Will, furnish the following documents, as applicable:

- Death Certificate;
- Letters of Administration;
- Order determining heirship and distribution; and/or
- Affidavit of Heirship

Individual state laws on descent and distribution differ. SM Energy will inform you if additional information is needed.

If an owner passes away with a Will that has been admitted to probate proceedings in the same state where the producing property is located, furnish as many of the following documents as are appropriate in your state:

- Death Certificate;
- Application for probate;
- Copy of the Will;
- Order admitting the Will to Probate;
- Letter Testamentary;
- Final court decree distributing the assets and closing administration of the estate; and/or
- Copies of any appropriate recorded conveyances.

In some situations, other documentation may be required by SM Energy's Division Order Department.

If an owner passes away with a Will that has been admitted to probate proceedings in a state other than that where the producing property is located, record exemplified copies of the following documents in the state where the producing property is located and furnish SM Energy copies of the recorded instruments:

- Application for probate;
- Copy of the Will;
- Order admitting the Will to Probate;
- Letters Testamentary;
- Final court decree distributing the assets and closing administration on the estate; and
- Copies of any appropriate recorded conveyances.

In some states, in the place of the above, Ancillary Probate Proceedings in the state where the producing property is located are required. Our Division Order Department can help you in determining the exact information needed.

### TERMINATION OF JOINT TENANCY UPON DEATH

SM Energy will need a copy of the death certificate. Please furnish the new social security or tax identification number for the joint tenant.

### LIFE TENANT PASSES AWAY

When an owner of a life estate passes away, SM Energy will need a copy of the death certificate and the names, addresses and social security numbers of the persons who own the remainder and who succeed to the interest.

In some situations, SM Energy will need further information, including the documents that created the life tenancy and named the successors.

### NAME CHANGES

When an individual's name changes because of marriage, divorce, etc. please furnish SM Energy with a copy of the marriage certificate, divorce decree or other document demonstrating the name change.

When a company or corporation changes its name, SM Energy will require a copy of the Certificate of Name Change. If the change is due to a merger, please furnish a copy of the Certificate of Merger.

### CHANGE OF OWNERSHIP DUE TO DIVORCE

SM Energy will need a copy of the divorce decree and copies of recorded conveyances.

### TRUSTS

When a trust is created, SM Energy will need copies of the Trust Agreement and the recorded conveyance to the trust.

When the trust is dissolved, SM Energy will need a copy of the Instrument of Dissolution and appropriate recorded conveyances.

### GUARDIANSHIPS

When an owner is declared incompetent, please furnish Letters of Guardianship issued by the local court.

When a minor reaches the legal age, SM Energy will need a copy of the minor's birth certificate.

### BANKRUPTCY

SM Energy will need copies of the court order appointing the Trustee. If applicable, the appropriate recorded conveyances and the court order confirming any sales.