

INSTRUCTIONS FOR CHANGE OF OWNERSHIP AFTER OWNER'S DEATH  
(PROBATED WILL)

In order to make the appropriate changes to our records, XTO will need copies of the following documents as recorded in the county where the affected property/well is located:

- Final Decree of Distribution, Determination of Heirship, Certificate of Transfer, or Judgment of Possession (if applicable)

**OR** (all of the following)

- Last Will and Testament
- Death Certificate (copy will be sufficient)
- Letters Testamentary
- Order Admitting will to Probate / Final Probate Order
- Recorded Deed to beneficiaries or trust (if applicable)

If the Will was NOT probated in the State where the property/well is located, please provide copies of the Ancillary Probate Proceedings as recorded in the County/State where the property is located. Please note that many states do not accept foreign probate. You may wish to contact an attorney to ensure adherence to the applicable standards.

Please insure that you furnish the Names, Addresses, Social Security / Federal Tax Identification Numbers for each heir or beneficiary.

If probate proceedings are not going to be initiated, an Affidavit of Heirship as recorded in the county/state where the property is located will be required in order to amend our records.

When available, please forward all the necessary documents to:

XTO Energy Inc.  
Attn: Division Order Department  
LOC 116  
22777 Springwoods Village Pkwy  
Spring, TX 77389

Email [divorder@xtoenergy.com](mailto:divorder@xtoenergy.com)  
Fax 817 887 3502

If you have any questions, please call our Owner Relations Line at 866.886.2613 Option 2.

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