



TRANSFER INSTRUCTIONS TO HEIRS WHEN OWNER IS DECEASED:

In order to initiate a transfer of interest request, the following documents are required:

If decedent left a Will and the Will is to be probated:

- 1) Copy of Death Certificate;
- 2) Certified copy of the Will recorded in the county where the property is located.
- 3) Copy of Order Admitting Will to Probate recorded in the county where the property is located; and
- 4) Letters Testamentary or Letters of Administration recorded in the county where the property is located.

If decedent did not leave a Will, or the Will is not to be probated:

- 1) Copy of Death Certificate;
- 2) Certified copy of the Will recorded in the county where the property is located;
- 3) An Affidavit of Heirship completed by 2 disinterested parties acquainted with the facts. This must be witnessed, notarized and recorded in the county where the property is located.
- 4) Transfer by Affidavit of Heirship is according to the Oklahoma Laws of Descent and Distribution.

Please send recorded copies of the requested documents to:

Troy Energy
ATTN: Division Orders
5605 N. Classen Blvd.
Oklahoma City, OK 73118

or send by email to: Owner-relations@TroyEnergy.com.

Please include the owner name and number for the deceased owner, along with the Name, Address, and Tax Identification form (W-9) for the new heirs. You may also include a completed ACH Direct Deposit Form if you wish to have revenue paid by direct deposit.

Blank printable forms can be found under the Important Forms Link at <https://TroyEnergy.com/Owner-Relations/>

Please contact the County Clerk for the county in which the property is located to determine the address where the documents need to be sent for recording, and the recording fees. County clerk contact information can be found online for each county.