

## **INSTRUCTION FOR CHANGE OF OWNERSHIP (CONVEYANCE)**

The transfer of interest between parties, the addition of names to existing accounts, or any change in title, requires a recorded document. This document should convey the rights from **the former owner** to the **NEW OWNER** and clearly specify what rights are being conveyed. Also, the document ***must be filed of record*** in the county or counties where the well(s) are located.

Whether the conveyance is for mineral/royalty ownership or leasehold ownership, a properly completed, executed and notarized deed or assignment recorded in the proper county records (bearing a legible recorder's stamp) is required to document the conveyance. You may choose to utilize an attorney to assist you with this matter or obtain a blank deed/assignment form from another reliable source.

Listed below are the most common deeds used to convey mineral/royalty ownership.

- 1. Gift Deed**
- 2. Mineral Deed**
- 3. Quitclaim Deed**
- 4. Warranty Deed**

To convey leasehold ownership an **assignment of ownership** is required.

After you have completed the deed/assignment, send the document for recording in the county/state where the property is located.

You can access the National Association of Counties website to locate the address for the county clerk's office:

<http://www.naco.org/>

There is a fee for recording the document and this fee must be included with the document when it is sent for recording. Obtain the specific amount due for recording by contacting the county clerk's office.

Before mailing the document, place your name and address on the upper right-hand corner, requesting to have the recorded document returned to you. When you receive the returned document, make a copy of the recorded document and forward it to XTO Energy via email:

Email [divorder@exxonmobil.com](mailto:divorder@exxonmobil.com) (scan and attach as a PDF)

Sincerely,