



**Owner Name:**  
**Owner #:**  
**Field Name:**  
**County, State:** \_\_\_\_\_, Colorado

Please provide copies of the documentation pursuant to the below situation which best applies\*:

**To remit payment to the Estate pending probate proceedings:**

- Death Certificate
- Letters Testamentary/Letters of Administration
- Last Will and Testament
- Order Admitting Will to Probate
- Verification of the Tax Identification Number of the Estate (W-9 Form)

**To transfer the interest to the heirs if the decedent's Will is probated in Colorado:**

- Death Certificate
- Order admitting Will to probate
- Letters Testamentary or Letters of Administration and notarized copies of executor's deeds or other deeds, if applicable (*must be recorded in all counties where interests are owned*)
- Final Decree of Distribution, if issued by the court
- W-9 Form completed by devisees

**To transfer the interest to the heirs if the decedent's Will is not probated in Colorado:**

- Death Certificate
- Order admitting Will to ancillary probate
- Foreign Letters Testamentary or Letters of Administration and notarized copies of executor's deeds or other deeds, if applicable (*must be recorded in all counties where interests are owned*)
- Final Decree of Distribution, if issued by the court
- W-9 Form completed by devisees

**To transfer the interest to the heirs if the decedent died without a Will (intestate) and the Estate is under Administration (Laws of Descent and Distribution will apply):**

- Death Certificate
- Affidavit of Heirship *completed by an unrelated 3rd party who knew the decedent well, signed in the presence of a notary, and recorded where the real property is located*
- W-9 Form completed by heirs

**Disclaimer:** Hilcorp may request additional documentation to process ownership transfer based on the amount of funds held in suspense

**To transfer the interest to the heirs if the decedent died without a Will (intestate) and no administration will be had, or with a Will which will not be probated:**

\_\_\_ Death Certificate

\_\_\_ Affidavit of Heirship *completed by an unrelated 3<sup>rd</sup> party who knew the decedent well, signed in the presence of a notary, and recorded where the real property is located*

\_\_\_ W-9 Form completed by heirs

**Disclaimer:** Hilcorp may request additional documentation to process ownership transfer based on the amount of funds held in suspense

\*This list is meant only as a general guideline and is not intended to be all-inclusive. Please seek legal counsel should you need further advice.

**Mail Documents to:**

Hilcorp Energy Company  
Attn: Owner Relations  
PO Box 61229  
Houston, TX 77208-1229

**Email PDF Documents to:**

[ownerrelations@hilcorp.com](mailto:ownerrelations@hilcorp.com)

***\*Place owner number and name in the subject line.***

**Fax Documents to:**

713-383-6772

*For questions or concerns call Hilcorp Owner Relations at 713-209-2457 or visit the Owner Relations page of our website at [www.Hilcorp.com](http://www.Hilcorp.com) for frequently asked questions.*