

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, commonly a deed or assignment. This document should transfer the rights from the former owner to the new owner and clearly specify what rights are being transferred. Also, the document *must be filed of record* in the county/parish or counties/parishes where the well(s) are located.

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

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 Hilcorp via email or fax:

Email: ownerrelations@hilcorp.com (scan and attach as a PDF)

Fax: 713-383-6772