



Owner Name:
Owner #:
Field Name:
County, State:

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 & the Original Short Certificate/Certificate of Grant of Letters verifying the Executor
- Last Will and Testament (if the decedent died Testate)
- Verification of the tax identification number of the estate (W-9 Form)

To transfer the interest to the heirs if probate has been conducted:

- Death Certificate
- Letters Testamentary & the Original Short Certificate/Certificate of Grant of Letters verifying the Executor
- Decree of Distribution *that has been filed with the Register of Wills/Recorder of Deeds where the real property is located.*
- Last Will and Testament (if the decedent died Testate) *that has been filed with the Register of Wills where the real property is located.*
- W-9 Form completed by devisees

To transfer the interest to the heirs if no formal probate will be conducted:

- Death Certificate
- Letters of Administration verifying the Administrator
- Court Decree or the Family Settlement agreement *that has been filed with the Register of Wills where the real property is located.*
- W-9 Form completed by heirs

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 that will not be probated:

- 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

If property is owned as Tenants by Entirety, a copy of the Death Certificate is sufficient to transfer title to surviving spouse:

- Death Certificate
- W-9 Form completed by surviving spouse

*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
**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 of our website at www.Hilcorp.com for frequently asked questions. page