



Owner Name:
Owner #:
Field Name:
County, State: _____, New Mexico

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 (testate) is probated in New Mexico:

- Death Certificate
- Will and the Order admitting it to probate (*must be recorded where the real property is located*)
- Letters Testamentary or Letters of Administration and/or Final Decree of Distribution and notarized copies of executor's deeds or other deeds, if applicable (*must be recorded where the real property is located*)
- W-9 Form completed by devisees

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

- Death Certificate
- Will and the Order admitting it to ancillary probate (*must be recorded where the real property is located*)
- Foreign Letters Testamentary and notarized copies of executor's deeds or other deeds, if applicable (*must be recorded where the real property is located*)
- 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 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

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