



## OWNERSHIP CHANGE REQUIREMENTS

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Please see the below situations for the documents required to process changes in ownership. Armor Energy, LLC reserves the right to require additional or alternate documentation at its discretion. If you have any questions, please contact our Owner Relations Team at [OwnerRelations@ArmorEnergyLLC.com](mailto:OwnerRelations@ArmorEnergyLLC.com)

Situation	Document(s) Required
<b>Address Change</b>	Signed and completed Address Change form
<b>Name Change</b>	Signed and completed Name Change form, revised Form W-9, <b>and</b>
Marriage	Copy of Marriage Certificate
Divorce	Copy of Divorce Decree reinstating maiden name or prior name
Legal Name Change	Copy of certified court order evidencing name change
Company/Corporate Name Change	Certificate of Name Change
Merger of Company or Corporation	Certificate of Merger
Appointment of AIF (Attorney in Fact)	Copy of AIF/Power of Attorney document
<b>Guardianship</b>	Letter of Guardianship certified and issued by the local court
<b>Owners Divorce</b>	Recorded copy of final Divorce Decree including Settlement Agreement <b>and</b> recorded conveyance documents covering the property
<b>Trust/Partnership</b>	Copy of Trust or Partnership Agreement including signature pages and Memorandum of Trust or Certificate of Trust <b>and</b> recorded document conveying the interest in a property to the Trustee and/or Trust or Partnership
Death of Trustee	Death Certificate of original Trustee <b>and</b> recorded document appointing Successor Trustee <b>and</b> copy of Trust/Partnership Agreement, if not already in our files
Resignation of Trustee	Recorded document of resignation of Trustee and Acceptance by Successor Trustee <b>and</b> copy of Trust/Partnership Agreement, if not already in our files
Trust/Partnership is Terminated	Dissolution of Trust or Partnership <b>and</b> recorded document conveying interest to beneficiaries
<b>Bankruptcy</b>	Order appointing the Trustee of Bankruptcy Estate, Order confirming the Plan of Reorganization (if applicable), <b>and</b> the court order confirming any sales along with the recorded conveyance documents filed in the county or parish where the property is located evidencing sale of property



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**Estate Proceedings:** Title to real property owned by the deceased party passes one of two ways – either by testate succession or by intestate succession. Testate is with a probated Last Will and Testament while intestate is without a Will. In the absence of a Will, or if the Will has not been probated, title to real property passes according to the Laws of Descent and Distribution for the state in which the property is located and not in the state of residence.

Some states will not accept recordation of another state’s probate. In this case, Ancillary probate proceedings should be submitted to that state and a copy of the ancillary probate proceedings should be provided to Armor Energy, LLC. Ancillary probate refers to a probate proceeding that is required in addition to the primary probate proceeding that will take place in your state of residence. Typically, ancillary probate will be necessary because you own real property that is located outside of your state of residence.

Situation	Document(s) Required
<b>When a Royalty Owner Dies</b>	Certified Copy of Death Certificate <b>and</b>
With a Will (testate) & probate proceedings are being conducted in the state where the property is located	Order admitting Will to probate, Letters Testamentary, Last Will and Testament, evidence of payment of debts and inheritance taxes, and Final Decree of Distribution
With a Will (testate) & probate proceedings are being conducted in a state other than the state where the property is located	Order admitting Will to probate, Letters Testamentary, Last Will and Testament, documentation of ancillary probate proceedings opened in state where property is located (where applicable), or an Affidavit of Heirship completed by a non-heir and filed of record in the county or parish where the property is located <i>Note: An Affidavit of Heirship does not transfer title</i>
With no Will (intestate)	Affidavit of Heirship completed by a non-heir and filed of record in the county or parish where the property is located <i>Note: An Affidavit of Heirship does not transfer title</i>
<b>Death of Joint Tenant</b>	Joint Tenants with Rights of Survivorship – Certified copy of Death Certificate of deceased joint tenant  Joint Tenants by Entirety – Certified copy of Death Certificate of deceased joint tenant  Life Tenant (also referred to as a Life Estate) – Certified copy of Death Certificate of deceased life tenant <b>and</b> the names, addresses and Tax ID (i.e. Social Security) numbers of remaindermen <b>and</b> recorded document originally creating the Life Estate and named successors to the interest
<b>Purchase of Interest</b>	Recorded conveyance document filed in the county or parish where the property is located evidencing acquisition of property
<b>Sale of Your Interest</b>	Recorded conveyance document filed in the county or parish where the property is located evidencing sale of property

**Please contact your attorney for legal advice and assistance with transfers of real property interests.**



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All documents should be sent to: **Armor Energy, LLC**  
**Attn: Division Order Dept.**  
**4500 S. Garnett Road, Suite 250**  
**Tulsa, OK 74146**

Email: [OwnerRelations@ArmorEnergyLLC.com](mailto:OwnerRelations@ArmorEnergyLLC.com)