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DOCUMENTS/INFORMATION REQUIRED FOR SPECIFIC REQUESTS

Please attach the applicable documents to tasks or mail them to:

Diversified Energy Company
Attn: Division Orders
PO Box 1608
Oklahoma City, OK 73101

Diversified Energy Company
4150 Belden Village Street NW Suite 410
Canton, OH 44718

Note: All documents that transfer or convey any interest in land, minerals, royalties, or oil and gas leases that are the bases for payments from oil and gas well(s) **MUST** first be filed of record in the County or Parish land records where the oil and gas well(s) are located, and certified copies furnished to us before a transfer of ownership can be processed in our records. For corporations, partnerships, trusts, and limited liability companies, if a change of ownership is requested due to merger, dissolution, or name change, then appropriate documentation or certificates evidencing such changes **MUST** first be filed of record in the County or Parish land records where the oil and gas well(s) are located, and certified copies furnished to us before the change can be processed in our records.

Disclaimer: The following list is not necessarily all-inclusive. You may be asked to provide additional documentation. **Diversified does not provide valuation of minerals, tax, accounting, or legal advice to owners.** Please advise and consult with your tax, accounting, or legal advisers if you have any questions. We do not assume responsibility for misinformation given.

Timeline: Once all appropriate documents are received, please allow between 30-90 days for processing time.

SITUATION	DOCUMENTATION REQUIRED
Address or bank change	Submit address change request form with owner's signature.
Direct Deposit or bank change	Submit new ACH form.
An owner dies with a will which has been probated in the state where the well(s) are located.	<ul style="list-style-type: none"> a. A copy of the signed and probated Last Will and Testament b. The signed and filed Final Order. c. Appropriate recorded conveyances (if any) d. Names, address, and phone numbers for all beneficiaries. e. Completed W-9's for all beneficiaries
An owner dies with a will which has been probated in a state	<ul style="list-style-type: none"> a. Ancillary probate proceedings will need to be opened in the County/Parrish where the decedent owned an interest.



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<p>other than where the well(s) are located.</p>	<ul style="list-style-type: none"> b. The Final Order from the original probate must be submitted <u>for</u> the state where the well(s) are located to recognize the Final Order of another state's judgement. c. Ancillary probate proceedings are usually complete within 60-90 days.
<p>An Owner dies without a will</p>	<ul style="list-style-type: none"> a. The Death Certificate b. Affidavits of Death and Heirship <ul style="list-style-type: none"> i. The Affiant should be a disinterested party to the mineral/royalty interest owner's estate, but who knows the facts and circumstances surrounding the mineral/royalty interest owner. ii. The Affidavit must be recorded in the county(ies)/Parrish(es) where the subject mineral interest is located. c. Names, addresses, and phone numbers for all heirs to the estate. d. Completed W-9 forms for all heirs to the estate.
<p>An owner dies with a will that has not, or will not be probated</p>	<p>The estate is treated as though a will did not exist. Please submit the following documents:</p> <ul style="list-style-type: none"> a. Death Certificate b. A copy of the signed will, even though it is not probated c. Affidavits of Death and Heirship <ul style="list-style-type: none"> a. The Affiant should be a disinterested party to the mineral/royalty interest owner's estate, but who knows the facts and circumstances surrounding the mineral/royalty interest owner. b. The Affidavit must be recorded in the county(ies)/Parrish(es) where the subject mineral interest is located. d. Names, addresses, and phone numbers for all heirs to the estate. e. Completed W-9 forms for all heirs to the estate.
<p>Change of ownership due to divorce</p>	<p>Complete Divorce Decree including Settlement Agreement, and recorded conveyances.</p>



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Change of ownership due to a gifting of minerals	Copy of recorded conveyance from the county(ies)/parish(es) in which the property(s) are located.
Name change due to marriage, divorce, etc. (Individual)	Marriage Certificate, Divorce Decree reinstating maiden name, or other document granting name change.
Name change – company or corporation	Certificate of Name Change including a new W-9 form.
Name Change due to merger of company or corporation	Certificate of Merger including a new W-9 form.
Appointment of attorney – in-fact	Certified copy of signed and recorded Power of Attorney, filed in the county/parish where the property is located.
Sale of an interest	Copy of the conveyance or assignment filed of record in the county/parish in which the property is located.
Trust or Partnership is created	<ul style="list-style-type: none"> a. Trust or Partnership Agreement and a recorded document conveying the interest in a property to that trust or partnership. b. Completed W-9 form for the Trust or Partnership.
Trust or Partnership is terminated	Dissolution of Trust or Partnership and recorded conveyances to beneficiaries or parties.
Change in Trustee	<ul style="list-style-type: none"> a. Documents facilitating the change(s) and appointing the new trustee(s) b. Completed W-9 form (if necessary) for new trustee.
Death of a Joint Tenant	<ul style="list-style-type: none"> a. Death certificate of Joint Tenant b. Completed W-9 form for new owner as individual.
Death of a Life Estate Holder	<ul style="list-style-type: none"> a. Death Certificate of Life Estate holder b. Completed W-9 forms for all remaindermen.
Chapter 11 Bankruptcy	<ul style="list-style-type: none"> a. Plan of Reorganization b. Order confirming Plan of Reorganization
Chapter 7 Bankruptcy	<ul style="list-style-type: none"> a. Recorded conveyance from the United States Trustee (as appropriate) b. Order Naming Trustee of Bankruptcy Estate
House Gas – Change of Ownership or New Request	<ul style="list-style-type: none"> a. Complete Contact Information (BA#) b. Copy of Deed and Lease c. Service Address



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Land Operations Issue	<ol style="list-style-type: none">a. Complete Contact Information (BA#)b. API Numberc. Location – street address, County and Stated. DEC Zone Number
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Please note: The following Affidavit of Heirship can be used in all states except for Louisiana. Please see notes for Louisiana Intestate Succession.

DEATH AND HEIRSHIP AFFIDAVIT

STATE OF _____ §
 COUNTY OF _____ §

_____ of _____
 (Name of Person Giving Information, Affiant) (City, State)

Being of lawful age, being first duly sworn according to law, on oath says:
 That the statements hereinafter set forth, including answers to questions posed, constitute a true, correct and complete statement of the family history of the person hereinafter named as "Decedent" (deceased person) and of the estate of such Decedent. I am personally familiar with the family and marital history of Decedent and I have personal knowledge of the facts stated in this Affidavit. I knew the Decedent from _____ until _____

Name of Decedent _____
 Date Decedent died _____ Where? _____
 (City, State)

Did Decedent leave a Will? _____ If so, has the Will been probated? _____
 Or have other administration proceedings been had on Decedent's estate? _____
 If so, when? _____ Where? _____

Were there any unpaid debts or obligations due by Decedent at the time of _____ his/her death? _____ If so, give the following information:

To Whom Owning	Amount	Nature of Debt	Paid - Unpaid now

Was Decedent surety on any bond at the time of his/her death? _____
 Were there any suits pending, or any judgments rendered in any court, against Decedent at the time of his/her death?

If so, state briefly the nature, amount involved and parties to the action _____

Was Decedent married or single at time of death? _____
 If married, to whom? _____ Address: _____

Was Decedent ever married to any other than above-named person? _____
 If so, give the following information: (List names in order of marriage)

Name of Spouse	Date of Marriage	Date of Divorce	Date of Death

If Decedent had any natural born children by any spouse or adopted any children, give the following information: (If there are none, please state that below)

Name of Child	Date of Birth	Current Address	Living or Dead	Date of Death	Name of Child's Other Parent

If a deceased child left decedents, give following information:
(If there are none, please state that below)

Name of deceased child	Name of Child	Date of Birth	Current Address	Living or Dead	Date of Death
Name of spouse, if married					

Name of deceased child	Name of Child	Date of Birth	Current Address	Living or Dead	Date of Death
Name of spouse, if married					

Name of deceased child	Name of Child	Date of Birth	Current Address	Living or Dead	Date of Death
Name of spouse, if married					

If Decedent left no surviving spouse and no children or decedents of deceased children, then please furnish the following information:

Name of Parents	Current Address	Living or Dead	Date of Death
Father			
Mother			

Give names of brothers and sisters of Decedent:
(If there are none, please state that below)

Name	Relation	Current Address	Living or Dead	Date of Death

Give names of children of deceased brother or sister:
(If there are none, please state that below)

Name of Child	Child of	Date of Birth	Current Address	Living or Dead

Below briefly state facts and circumstances (such as being a relative of, or attorney or agent for, deceased) which will show basis and source of information hereinbefore given:

EXHIBIT "A"
ATTACHED TO AND MADE PART OF THAT CERTAIN
DEATH AND HEIRSHIP AFFIDAVIT OF _____, DECEASED

Louisiana Affidavit of Death and Heirship Information

When a decedent dies, the property, rights, and obligations at the time of death, and those acquired after death, comprise his/her estate (La. Civil Code Art. 872). The legal process of transferring a decedent's estate to successors is referred to as succession in Louisiana.

By operation of law, a decedent's heirs automatically succeed to an interest in the decedent's property at the decedent's death (Civil Code Art. 935). Though a judicial process may not be required, heirs must take steps to "conform the record title to the rights of ownership provided by" Louisiana Code. Failure to do so "inhibits the ability of family members lacking record title to exercise their rights of ownership of property including the rights to sell, to encumber, and to seek federal aid" in the future. Filing the correct document in the parish land records updates the chain of title and provides a clear record of succession. Consult an experienced succession lawyer to advise which process is appropriate for the situation.

There are several alternate options in Louisiana for transferring property from a decedent to his/her heirs, such as small succession, a judicial process, or filing an affidavit under La. Code of Civil Procedure Art. 3432, a non-judicial process. These options are available when the estate meets certain requirements.

When the size of the estate is less than \$125,000.00, or the succession in Louisiana is ancillary to probate or succession opened elsewhere, the estate may qualify as a small succession under La. Code of Civil Procedure Art. 3421. A judicial succession is always required when a decedent dies testate (with a will), regardless of the estate size.

Small succession is not required, however, when the conditions above apply AND the decedent died intestate with his/her sole heirs being descendants (children), ascendants (parents), siblings or descendants of siblings, and/or a surviving spouse (CCP 3431). Exceptions also apply for wills probated outside Louisiana.

When a small succession is not required because the decedent died intestate and his/her sole heirs are those stated above, file an affidavit of death and heirship under La. Code of Civil Procedure Art. 3432.

A minimum of two people must execute the affidavit, including the surviving spouse, if applicable, and one or more heirs of the age of majority (18) in the State of Louisiana. An affiant may also be a third party with knowledge of the facts contained within. Art. 3432 of the Code of Civil Procedure indicates an option for one or more original affidavits in some situations. The wrong paperwork can lead to unnecessary expenses, so consult an attorney to confirm the best procedure for the specific case.

Note the name, address, and relation of each affiant to the decedent in the affidavit. The affiants must be duly sworn before any officer or person authorized to administer oaths in the place where the affidavit is executed.

Statutory requirements for the content of the affidavit include the decedent's date of death and his address of primary residence at the time of death; a statement that the decedent died intestate; the marital status at the time of death and the surviving spouse's last-known residence, if applicable.

In addition, the affidavit lists the name, last known address, and relationship to the decedent of each heir. Each heir's respective interest in the decedent's property, and whether a legal usufruct of the surviving spouses attaches to the property, should be noted. If any heir does not join as an affiant, the affidavit should state that either the heir could not be located or was given notice of the intent to execute the affidavit and did not object.

The affidavit describes the property left by the decedent and indicates whether the property is community property or separate property. The description of any immovable property "must be sufficient to identify the property for purposes of transfer" (CCP 3432(A)(5)). The affidavit should also show the value of each item of property and the aggregate value of all property at the time of death.

Finally, the affiant's signature affirms that the signers accept the succession of the decedent and that the information contained in the affidavit is true, correct, and complete to the best of the signer's knowledge. The statements are made under penalty of perjury.

Aside from these content requirements, the affidavit must be in recordable form. File the affidavit along with a copy of the decedent's death certificate in the conveyancing records of the parish where the immovable property described within the document is situated. When the affidavit pertains to immovable property, file after 90 days have passed since the decedent's death.

Consult an experienced succession lawyer in the State of Louisiana with questions about immovable property, affidavits of death and heirship, any other issues related to probate or decedent's property in Louisiana, as the law is complex, and each situation is unique.