



General Transfer Instructions

Deceased Owner

Dear Royalty Owner,

In an effort to assist our royalty owners with the transfer of oil and gas interests, we have outlined below the instructions and documentation required for the most common situations in which a transfer of interest is necessary to update Eiger Operating's records.

Please note that these materials are intended solely as general guidance and should not be considered legal advice. Eiger Operating strongly recommends that royalty owners consult with an attorney for legal advice specific to their individual circumstances.

If you have any questions regarding these requirements, please contact us at **512-879-9640**.

Before submitting or mailing documentation to our office, please ensure that all required documents for your individual circumstances are included and that they have been properly filed and/or recorded in the appropriate county records.

Attn: Royalty Relations
3811 Turtle Creek Blvd, Suite 1300
Dallas, TX 75219
Phone: 512-879-9640
Email: eiger@ownerrelationsupport.com

1. **Owner Died with a Last Will & Testament**

a. **Owner resided in Kansas at the Time of Death**

If the deceased owner left a valid Last Will and Testament and was a resident of the State at the time of death, the transfer of their real property (including oil and gas rights) must generally be completed through the Kansas probate process. Below are the documents Eiger Operating requires before we can begin processing your transfer of interest:

Documentation Required

Death Certificate

Final Order of Distribution

W9 for each beneficiary listed in Final Order of Distribution

b. **Owner Resided outside the State of Kansas at the Time of Death**

If the deceased owner left a valid Last Will and Testament and was **NOT** a resident of Kansas at the time of death, the transfer of their real property (including oil and gas rights) must generally be completed through

a secondary legal proceeding called Ancillary Probate. When transferring oil and gas rights located in the State of Kansas, **it is important to note that even if the Last Will and Testament was probated in a different state, the State of Kansas requires the ancillary probate process to be completed before the transfer of oil and gas rights can be processed and completed.** Below are the documents Eiger Operating requires before we can begin processing your transfer of interest:

Documentation Required

Death Certificate

Journal Entry of Final Settlement

W9 for each beneficiary listed in the Journal Entry of Final Settlement

2. Owner passed away without a Last Will and Testament

If the deceased owner does not have a Last Will and Testament, the transfer of their real property (including oil and gas rights) can be transferred with an Affidavit of Distribution. **It is important to note that if the Affidavit of Distribution is used to transfer the deceased owner's oil and gas rights, the interest will be transferred according to the intestate succession laws of the State of Kansas.**

Documentation Required

Death Certificate

Affidavit of Distribution (**Filed and Recorded in county of record**)

W9 for each beneficiary listed in the Affidavit of Distribution