Documents Required to Transfer Mineral Interest

Please submit all applicable documents to our land department

By email to: ownerrelations@sponteoperating.com

By mail to: Sponte Operating, Inc.
700 North Pearl St., Suite N2150
Dallas, TX 75201

Note Regarding Recording Requirement: All documents that transfer, convey or merge any interests in land, minerals, royalties, or oil and gas leases that are the basis for payments from oil and gas well(s) **MUST first be filed of record in the County/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 on our records.

An IRS Form W-9 is required for all new payees.

Transfer/Change Requested:

Change of Address: Change of Address Form

ACH Enrollment/Change: Enrollment/Change of ACH Form

Owner Deceased, Transfer of Ownership to Beneficiary:

Will HAS been probated:
Letters Testamentary
Name, address, and contact information for all beneficiaries
Recorded Copy of executed, probated Last Will & Testament
Recorded Application to Probate and Order Admitting Will

No Will exists or Will will NOT be probated:
Death Certificate
Name, address, and contact information for all beneficiaries
Recorded Copy of executed Last Will & Testament (if available)
2 Recorded Affidavits of Heirship - "AOH"

NOTE: At least 1 AOH must be submitted from a disinterest party (person that is NOT an heir).

Transfer Ownership from Estate:
Recorded conveyance document executed by representative of the estate
Recorded probate documents evidencing authority of representative

Name Change due to Marriage/Divorce:
Marriage Certificate or
Recorded Divorce Decree, Recorded Settlement Agreement or Conveyance, or other recorded legal document granting the name change.

Disclaimer: Every transfer is subject to facts and circumstances specific to that transfer. The documents listed are provided as a courtesy to assist mineral owners in the transfer process but is not intended to be all-inclusive. Additional documentation to the above may be required to support a transfer of mineral interest.

Transfer/Change Requested (Continued):

Appointment of Attorney-In-Fact:	Recorded Copy of executed and notarized Power of Attorney
Sale or Conveyance of Interest:	Recorded copy of conveyance or assignment.
Trust or Partnership is Created:	Recorded Trust or Partnership Agreement Recorded copy of conveyance or assignment
Trust or Partnership is Terminated:	Recorded Trust or Partnership Dissolution document Recorded copy of conveyance or assignment
Change in Trustee:	Recorded Document facilitating the change in trustee
Death of Joint Tenant:	Death Certificate of the Joint Tenant
Chapter 7 Bankruptcy (Individual):	Recorded conveyance from United States Trustee Order naming Trustee of Bankruptcy Estate
Companies or Corporations:	
Name Change Due to **Corporate Restructure:** **Merger:**	 Recorded Certificate of Name Change including Tax ID Recorded Certificate of Merger including Tax ID
Chapter 11 Bankruptcy:	Plan of Reorganization Order confirming Plan of Reorganization
Chapter 7 Bankruptcy (Company):	Recorded conveyance from United States Trustee Order naming Trustee of Bankruptcy Estate

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