



ALTA MESA HOLDINGS, LP
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Houston, TX 77094

Instruction letter for completion of an Affidavit of Heirship form

The purpose of an Affidavit of Heirship is to put the county records on notice for mineral owners who are deceased that did not have probate proceedings administered to their estate. When a search is performed in an area to be developed, the affidavit will tell the title examiner that the mineral owner is deceased and that they need to contact the heirs. This form is used as a tool by oil and gas companies to support a title change.

All of the questions must be completed to the best of the affiant's knowledge. If the person completing the affidavit does not know the answer to a question asked, it should be stated on the affidavit.

If any heirs of the decedent are deceased, a separate Affidavit of Heirship will be required for each heir.

If more space is needed to adequately supply the information requested, please attach a separate sheet of paper.

For complete details on this process, please see the following:

- 1) Have the form filled out by a disinterested third party, someone who will not benefit from the estate.
Example: Banker, Lawyer, Neighbor, Family Friend or Relative
- 2) Attach a copy of the Death Certificate and the Last Will and Testament to the affidavit.
- 3) Send the original, a check and a self-addressed stamped envelope to the county clerk office where the property is located for recording.
Phone numbers and addresses for county courthouses can be found at www.courthousedirect.com. If you cannot locate the information you need please contact us for assistance.
- 4) Upon receipt of the recorded documentation, mail a COPY to the address listed above.

Should you have any questions or concerns please feel free to contact the Land Department at (855)818-7715, Opt 2.

IMPORTANT

1. If decedent left a Will, but said Will was NOT probated in the state where the property is located, the laws of Intestate Descent and Distribution will apply, and NOT the terms of the Will.
2. This form may be signed by a member of the family, as long as they are not an heir to the deceased, but the Corroborating Affidavit MUST be signed by a person not a member of the family.

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