



ALTA MESA RESOURCES INC.
 ATTN: Land Administration
 15021 Katy Freeway, Suite 400
 Houston, TX 77094

Required Documents for Ownership Changes and Other Events

CHANGE REQUEST	TYPE OF CHANGE	DOCUMENTS NEEDED
Name Change	Marriage, Divorce, Name Change	<ul style="list-style-type: none"> • Marriage Certificate • Certified divorce decree reinstating maiden name • Other official documentation affecting name change, i.e. certified court order
	Company or Corporation	<ul style="list-style-type: none"> • Certificate of Name Change including Tax Identification Number
	Merger of Company or Corporation	<ul style="list-style-type: none"> • Certificate of Merger including Tax Identification Number
	Appointment of AIF (Attorney in Fact)	<ul style="list-style-type: none"> • Copy of Attorney-in-Fact or Power of Attorney Document
Convey/Transfer Interest	Sale of an Interest	<ul style="list-style-type: none"> • Deed or assignment recorded in the county where the property is located
Divorce	Owner Divorce	<ul style="list-style-type: none"> • Recorded copy of final divorce decree including settlement agreement, and, if appropriate, • Recorded deed or assignment
Trusts/Partnerships	Creation of Trust or Partnership	<ul style="list-style-type: none"> • Trust or partnership agreement, and, if appropriate, • Recorded document conveying the interest to a trustee of trust or partnership (Conveyance must name Trustee)
	Termination of Trust or Partnership	<ul style="list-style-type: none"> • Dissolution of trust or partnership, and, if appropriate, • Recorded conveyances to beneficiary
	Change in Trustee	<ul style="list-style-type: none"> • Copy of trust or partnership agreement naming or appointing a successor trustee • Document appointing successor trustee
Estate Proceedings	Owner died with a will & probate proceedings are being conducted in state where the property is located	<ul style="list-style-type: none"> • Death Certificate • Order Admitting Will to Probate in county of property • Letters Testamentary • Last Will and Testament • Evidence debts and taxes have been paid • Final Decree of Distribution or Judgment of Possession in county of property

	Owner died with a will (testate) & probate proceedings are being conducted in a state <u>other than</u> where the property is located	<ul style="list-style-type: none"> • Ancillary Probate Proceedings opened in state where property is located
	Owner died without a Will. NOTE: Laws of Descent & Distribution Apply	<ul style="list-style-type: none"> • Death Certificate • Letters of Administration (if applicable) • Affidavit of Heirship recorded in the county where the property is located and signed by disinterested third party • Evidence debts and taxes have been paid • Name of heir(s), their address and SSN
Bankruptcy	Chapter 11	<ul style="list-style-type: none"> • Plan of Reorganization
	Chapter 7	<ul style="list-style-type: none"> • Order confirming the Plan of Reorganization • Recorded conveyance (as appropriate) • Order naming Trustee of Bankruptcy Estate