

## Ownership Change Checklist

**Owner Name:** \_\_\_\_\_

**Owner#:** \_\_\_\_\_

Please provide the required documentation indicated below for the situation which best applies:

- To remit payment to the Estate pending probate preceding:**
  - \_\_\_ Copy of the Death Certificate
  - \_\_\_ Copy of the Letters Testamentary /Letters of Administration
  - \_\_\_ Copy of the Last Will and Testament
  - \_\_\_ Copy of the Order Admitting Will to Probate
  - \_\_\_ Verification of the Tax ID of the estate (W-9 Form)
  
- To transfer the interest to the heirs if the decedent had a Will and probate is being conducted:**
  - \_\_\_ Copy of the Death Certificate
  - \_\_\_ Copy of the Last Will and Testament *recorded in the county where the property is located.*
  - \_\_\_ Copy of the Order Admitting Will to Probate *recorded in the county where the property is located.*
  - \_\_\_ Copy of the Letters Testamentary
  - \_\_\_ W-9 Form completed by devisees
  
- To transfer the interest to the heirs if the decedent died without a Will (intestate) and the Estate is under Administration (Laws of Descent and Distribution will apply):**
  - \_\_\_ Copy of the Death Certificate
  - \_\_\_ Affidavit of Heirship *completed by an unrelated party who knew the decedent well, signed in the presence of a notary, and recorded, in the county where the property is located*
  - \_\_\_ W-9 Form completed by heirs
  
- To transfer the interest to the heirs if the decedent died without a Will (intestate) and no administration will be had, or with a Will which will not be probated:**
  - \_\_\_ Copy of Death Certificate
  - \_\_\_ Copy of an Affidavit of Heirship *completed by an unrelated party who knew the decedent well, signed in the presence of a. notary, and recorded in the county where the property is located*
  - \_\_\_ W-9 Form completed by heirs

**Mail Documents to:** FOUR CORNERS PETROLEUM II, LLC  
Attn: Land Department  
607 19<sup>th</sup> Street Golden, CO 80401

**Email PDF Documents to:** [land@fcpetroleum.com](mailto:land@fcpetroleum.com)  
\*Place owner number and name in the subject line.

**Fax Documents to:** 720-287-3872

**NOTE:** Upon receipt by Four Corners Petroleum, documents will be analyzed for correctness and completeness before transfers will be made.

### Enclosures

- \_\_\_ Affidavit of Heirship form
- \_\_\_ W-9 Form
- \_\_\_ County Courthouse information
- \_\_\_ Other

*For questions or concerns call Four Corners Petroleum at 303-731-0073 or visit the Royalty Owner page of our website at [www.fcpetroleum.com](http://www.fcpetroleum.com) for frequently asked questions.*