



**DAYLIGHT
PETROLEUM**

DOCUMENTATION REQUIREMENTS FOR OWNERSHIP CHANGES AND OTHER EVENTS

Please see below for documentation necessary to process changes in ownership. If you have any questions, please contact Owner Relations at 1-888-

Mail: Daylight Petroleum
ATTN: Owner Relations
PO Box 52070
Houston, TX 77052

Email: ownerrelations@daylightpetroleum.com

Situation	Details	Requirements
Address Changes	Current owners can update address with a Address Change Form, which is available on our website or can be requested from ownerrelations@daylightpetroleum.com	- Address Change request must include your owner number, old address, new address, and signature.
Name Changes	Marriage, Divorce, etc.	- Marriage Certificate - Certified Divorce Decree reinstating maiden name - Other official documentation affecting name change. i.e. certified Court Order
	Company or Corporation	- Certificate of Name Change including Tax ID number
	Merger of Company or Corporation	- Certificate of Merger including Tax ID number
	Appointment of AIF – Attorney in Fact	- Copy of Power of Attorney document
Ownership Change - Sale	Conveyed, sold, or transferred interest	- Assignment/Conveyance filed of record in the County/Parish where the property is located
Ownership Change - Divorce	Divorce	- Recorded copy of final Divorce Decree including Settlement Agreement, AND, if appropriate - Recorded Assignment/Conveyance
Ownership Change - Trusts/Partnerships	Creation of a Trust or Partnership	- Trust or Partnership Agreement, AND, if appropriate - Recorded document conveying the interest in property to a Trustee of a Trust or Partnership (Conveyance MUST name Trustee)
	Termination of a Trust or Partnership	- Dissolution of Trust/Partnership AND, if appropriate, - Recorded Conveyance to beneficiary
	Change in Trustee	- Copy of Trust/Partnership Agreement Naming or Appointing a Successor Trustee - Copy of Resignation of Trustee and Acceptance by Successor Trustee
Estate Proceedings	Owner died with a Will (testate) & Probate Proceedings are being conducted in a state where the property is located	- 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 (contact owner relations to discuss whether a monetary threshold applies) - Evidence debts and taxes have been paid - Heirs' names, addresses, and SSN's - Plan of Reorganization
	Owner died with a Will (testate) & Probate proceedings are being conducted in a state OTHER than where the property is located	- Ancillary Probate Proceedings opened in state where property is located OR - Laws of Descent and Distribution will apply if an Affidavit of Heirship is used to distribute mineral interest. (contact owner relations to discuss whether a monetary threshold applies)
	Owner died without a Will (intestate) NOTE: Laws of Descent & Distribution Apply	- 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 (contact owner relations to discuss whether a monetary threshold applies) - Evidence debts and taxes have been paid - Heirs' names, addresses, and SSN's - Plan of Reorganization
Bankruptcy	Chapter 11	- Plan of reorganization
	Chapter 7	- Order confirming the Plan of Reorganization - Recorded Conveyance (as appropriate) Order naming Trustee of Bankruptcy Estate