



EXTEX OPERATING COMPANY
EXTEX PRODUCTION, INC
EXTEX PRODUCTION OFFSHORE, LLC

LOUISIANA CHECKLIST

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 in the **State of Louisiana**.
 - ___ 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 in Louisiana:**
 - ___ Copy of the Death Certificate
 - ___ Copy of the Judgment of Possession *recorded in the Parish where the real property is located.*
 - ___ W-9 Form completed by the heirs.

- To transfer the interest to the heirs if the decedent had a Will and probate is being conducted in a state other than Louisiana (foreign probate) *must file ancillary proceedings within the parish:***
 - ___ Copy of the Death Certificate
 - ___ Copy of the Judgment of Possession *recorded in the Parish where the real property is located.*
 - ___ W-9 completed by the heirs.

- To transfer the interest to the heirs if the decedent died without a Will (intestate), or with a Will which will not be probated in Louisiana: (Contact Owner Relations for approval prior to using an Affidavit of Heirship for Your Account)**
 - ___ Copy of Death Certificate
 - ___ Copy of an Affidavit of Heirship *completed in duplicate by an unrelated party who knew the decedent well, signed in the presence of a notary, and recorded in the Parish where the real property is located.*
 - ___ W-9 Form completed by the heirs.

Mail Documents to:

EXTEX OPERATING COMPANY
EXTEX PRODUCTION, INC
EXTEX PRODUCTION OFFSHORE, LLC
1616 SOUTH VOSS SUITE 400
HOUSTON, TX 77057

Email PDF Documents to:

****Place owner number and name in the subject line.***

NOTE: Upon receipt by Extex, documents will be analyzed for correctness and completeness before issuing Transfer or Division Orders to effect changes in our records.

Enclosures

- ___ Affidavit of Heirship form
- ___ W-9 Form(s)
- ___ Parish Courthouse information
- ___ Other

Email: info@extex.net
•1616 S. Voss Rd Ste. 400, Houston, TX 77057
• Hotline: 713/953-0824 Ext 122

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