



EXTEX OPERATING COMPANY  
 EXTEX PRODUCTION, INC  
 EXTEX PRODUCTION OFFSHORE, LLC  
**NEW MEXICO CHECKLIST**

**In New Mexico, the general rule is that probate cases must be filed within three years of a decedent's death. Section 45-3-108(A) contains some exceptions to the three-year rule. 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 **New Mexico**
  - \_\_\_ 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 *or Authenticate Copy Probated- recorded in the County where the real property is located*
  - \_\_\_ Copy of the Proof of Authority
  - \_\_\_ Copy of the Letters Testamentary Section 45-3-203
  - \_\_\_ W-9 Form completed by devisees aka heirs.
  
- 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 (**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 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.

**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.

**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.*

**Enclosures**

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

Email: [Owner-relations@SBIWTXI.com](mailto:Owner-relations@SBIWTXI.com)  
 ● 1616 S. Voss Rd Ste. 400, Houston, TX 77057  
 ● **Hotline: 713/953-0824 Ext 120**