



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

TEXAS 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
 - ___ 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 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.

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
- ___ County Courthouse information
- ___ Other:

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

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