

We would like to assist you in transferring their mineral interest to their heirs. To transfer a mineral interest, we will require the following:

(X) Copy of PROBATED LAST WILL AND TESTAMENT and ORDER TO PROBATE of the owner on record once they have been recorded in the County Clerks office of the County(ies) the wells are located in.

OR if he/she did not have a probated Will then we will need a copy of an AFFIDAVIT OF HEIRSHIP (see attached) completed on his/her behalf by a DISINTEREST THIRD PARTY, that has been notarized, and recorded in the County Clerks office of the County(ies) the wells are located in.

(X) Copy of their Death Certificates (Does NOT need to be a Certified Copy)

(X) W-9 and/or contact info for each heir AND preferred method to receive Transfer Orders (ex. mail or email)

(X) ACH forms found on this website for heirs who would like Direct Deposit

Here are the instructions for recording a document in a County's public land records department

1. Call the County Clerk and let them know you want to record a Probated Last Will and Testament and Order to Probate OR an Affidavit of Heirship in the *Public Land Records*
2. Give them the total number of pages to be recorded
3. They will provide you with the amount it will be to record the documents
4. Write a check for that amount and mail the document(s) to the clerk with the form of payment.
 - a. Make sure you include a return address so the clerk will know where to mail the recorded document to
 - b. The original recorded document should be returned to you within 10-14 days
5. Make a photocopy and send it to Valence, either by email at ownerrelations@valenceoperating.com or mail at:
 - a. Valence Operating Co.
600 Rockmead Dr, Ste 200
Kingwood TX 77339

Should you have any further questions, please send an email to ownerrelations@valenceoperating.com or call and leave a DETAILED message at 832-644-6133.

AFFIDAVIT OF HEIRSHIP

THIS AFFIDAVIT MUST BE FILED OF PUBLIC RECORD WITH THE COUNTY CLERK'S OFFICE IN THE COUNTY WHERE THE REAL PROPERTY IS LOCATED.

THIS AFFIDAVIT MUST BE COMPLETED BY A *DISINTERESTED* THIRD PARTY (AFFIANT) WHO WILL NOT BENEFIT FROM THE DECEDENT'S ESTATE. DO NOT COMPLETE THIS FORM IF THE DECEDENT LEFT A WILL THAT WAS PROBATED IN COURT OR THERE HAS BEEN SOME OTHER TYPE OF COURT DETERMINATION TO THE ESTATE.

DECEASED OWNER'S NAME

SECTION A. WITNESS INFORMATION.

1. My name is: _____

My current address is: _____

I have personal knowledge of the family history and facts of heirship of: _____
NAME OF DECEASED PERSON (DECEDENT)

I am **not the claimant**, and I **will not benefit** from the decedent's estate. True

The decedent was my _____. I knew the decedent for _____ years.
RELATIONSHIP

SECTION B. DECEDENT INFORMATION

2. Decedent died on _____
DATE OF DEATH

Decedent's residence at the time of decedent's death: _____
CITY STATE ZIP

Decedent left a PROBATED will: Yes No (if yes, this form is not required, file the Probated Will in the appropriate County)

SECTION C: MARITAL AND FAMILY HISTORY

If additional space is needed for any of the fields below, please provide an attachment with the additional information

3 At the time of decedent's death, decedent was: Never married Married Divorced/widowed

List **all** marriages, including those that ended in divorce or death. (Mark N/A if not applicable)

NAME OF SPOUSE	DATE OF MARRIAGE	DATE OF DIVORCE	DATE OF SPOUSE'S DEATH	CURRENT ADDRESS

4. Did the decedent have any children (biological or adopted)? Yes No (If yes, complete information below. If no, proceed to #6)

NAME OF CHILD	DATE OF BIRTH	NAME OF CHILD'S OTHER PARENT	CURRENT ADDRESS

5. Are any of the children listed in #4 deceased? Yes No (If yes, complete information below. If no, proceed to Section D – Attestation)

DECEASED CHILD INFORMATION

CHILDREN OF DECEASED CHILD

NAME OF DECEASED CHILD	DATE OF DEATH	CHILD	IS CHILD ALIVE? Y/N	CHILD'S OTHER PARENT (IF KNOWN)

6. Did the decedent have:

- a. A surviving spouse at time of death? Yes No
- b. Surviving children or children's descendants at time of death? Yes No
- c. *If yes to at least one of the above, proceed to Section D – Attestation*

7. Provide the following information on the decedent's parents:

NAME OF PARENT	IS THIS PARENT DECEASED?	IF YES, PROVIDE DATE OF DEATH	CURRENT ADDRESS IF LIVING

- 8. Are either of the decedent's parents deceased? Yes No *(If yes, complete information below. If no, proceed to Section D – Attestation)*
- 9. Did the decedent have LIVING siblings? Yes No *(If yes, complete information below. If no, proceed to Section D – Attestation)*

NAME OF SIBLING CURRENT ADDRESS	DATE OF BIRTH	SIBLING MOTHER NAME	SIBLING FATHER NAME

10. Did the decedent have DECEASED siblings? Yes No *(If yes, complete information below. If no, proceed to Section D – Attestation)*

DECEASED SIBLING INFORMATION

CHILDREN OF DECEASED SIBLING

NAME OF DECEASED SIBLING	DATE OF DEATH	IS SPOUSE ALIVE? Y/N	CHILD	IS CHILD ALIVE? Y/N	CHILD'S OTHER PARENT <i>(IF KNOWN)</i>

SECTION D. ATTESTATION

Section D must be completed in front of a notary public

I swear under penalty of perjury that the foregoing is true, accurate, and complete to the best of my knowledge.

Signed this _____ day of _____, _____
(SIGNATURE OF WITNESS BEFORE NOTARY)

State of _____ County of _____.

Sworn to and subscribed to before me on _____
(DATE)

By _____
(PRINTED WITNESS NAME)

(NOTARY SIGNATURE)

(Notary Seal)

My commission expires: _____ day of _____

THIS AFFIDAVIT MUST BE FILED IN THE COUNTY CLERK'S RECORD

TEXAS COUNTY CLERK INFORMATION

[Atascosa County Clerk](#)

[Camp County Clerk](#)

[Cherokee County Clerk](#)

[Franklin County Clerk](#)

[Freestone County Clerk](#)

[Gregg County Clerk](#)

[Harrison County Clerk](#)

[Henderson County Clerk](#)

[Hopkins County Clerk](#)

[Jackson County Clerk](#)

[Lavaca County Clerk](#)

[Leon County Clerk](#)

[Limestone County Clerk](#)

[Madison County Clerk](#)

[McMullen County Clerk](#)

[Nacogdoches County Clerk](#)

[Panola County Clerk](#)

[Rains County Clerk](#)

[Roberts County Clerk](#)

[Robertson County Clerk](#)

[Rusk County Clerk](#)

[Smith County Clerk](#)

[Starr County Clerk](#)

[Upshur County Clerk](#)

[Victoria County Clerk](#)

[Wood County Clerk](#)