



AFFIDAVIT OF HEIRSHIP INSTRUCTIONS

Enclosed is a copy of Arkoma Operations, LLC's Affidavit of Heirship. The affidavit must be completed by a disinterested third party, a person who is not an heir of the deceased and will not inherit from the estate (i.e., lawyer, family friend, neighbor).

Please ensure all questions are answered to the best of affiant's knowledge. Additional pages may be attached if there is not enough space on the form for all the information requested. If additional pages are needed, on a blank sheet of paper indicate the question number and continue with your answer. A separate Affidavit of Heirship will be required on any deceased heir of the decedent if said heir's estate has not been probated.

The affidavit must be signed by the person completing the form and the signature notarized by a Notary Public. The affidavit must then be recorded in the county where the property is located. Contact the County Clerk's office where the property is located for fees and instructions on how to record documents by mail.

Upon receipt of the recorded affidavit, mail a **copy** to the address below and include the following information:

- Certified Death Certificate **copy**
- Last Will & Testament (if there is one) **copy**
- Complete name, address and tax identification number for all heirs

Please note, if the decedent left a Last Will & Testament but said Will was not probated, the Affidavit of Heirship and the laws of Intestate Descent and Distribution where the property is located will apply, and not the terms of the Will. Some states do not accept foreign probate, if probate is performed in a state other than where the property is located, ancillary probate proceedings will need to be performed in the state where the property is located, or the laws of Intestate Descent and Distribution apply.

Arkoma Operations, LLC
Attention: Owner Relations
2121 S Columbia Ave, Suite 101
Tulsa, OK 74114

If you have any questions, please email Owner Relations at ownerrelations@arkomaops.com or (833) 890-4147.

Thank you for your assistance.

