

INSTRUCTIONS FOR CHANGE OF OWNERSHIP AFTER OWNER'S DEATH  
(AFFIDAVIT OF HEIRSHIP)

If a deceased owner's Estate will not be probated, XTO requires the following documentation in order to update our records to reflect the appropriate ownership:

- Death Certificate (copy is sufficient)
- Affidavit of Heirship **recorded in the county where the property/well is located**. This document should be completed by disinterested parties (people who will not benefit from the Estate).

Click on the PDF to download an Affidavit of Heirship form and guidelines to assist you in completing the document.

You will need to confirm the requirements for legal description identification with the county clerk's office.

Please insure that you furnish the Name, Address, Social Security/Federal Tax Identification number, and date of birth for each heir.

You can access the National Association of Counties website to find the county clerk's address:

<http://www.naco.org>

Please forward a copy of the recorded Affidavit of Heirship to:

XTO Energy  
Division Order Department  
LOC 116  
22777 Springwood Village Pkwy  
Spring, TX 77389

Email [divorder@xtoenergy.com](mailto:divorder@xtoenergy.com)

Fax 817 887 3502

If you have any questions, please call our Owner Relations Line at 866.886.2613 option 2.

*Any instructions provided by XTO Energy Inc. are provided for informational purposes only and are based on XTO Energy Inc.'s customary documentation and policy requirements. Documentation and policy requirements may differ based on the facts of each matter. No information or instructions provided by XTO Energy Inc. constitutes or should be construed as legal advice, and you are encouraged to seek advice from a licensed attorney of your own choosing. XTO Energy Inc. shall not be responsible for your use of or reliance on any instructions or information provided by XTO Energy Inc. and you hereby release XTO Energy Inc. from all such liability and hereby assume any and all risks associated therewith.*