Documentation Needed by   Hill Minerals to Change Ownership: Texas Properties

This page lists the information we need to change ownership to the Estate or to the heirs. The documents we need depend on the following circumstances:

- If there was a Will
- If the Will is to be **Probated**
- If the owner resided in Texas

List 1: Texas resident - Will to be Probated

The following documents are needed when the owner left a Will and the Will has been Probated:

- A **Certified** copy of:
  - Will
  - Order Admitting Will to Probate
  - Letters Testamentary
- Evidence that debts and taxes have been paid or that none is due (after Probate completed)
- Completed Affidavit of Heirship (form enclosed)
- Taxpayer Identification Number for each new owner account (to avoid federally-required 31% withholding tax)

List 2: Non-Texas Resident - Will to be Probated

If the owner did not reside in Texas and Probate is conducted in another state, you must file **exemplified** copies of the following documents in the Texas county where the property is located and provide us: (see enclosed excerpts from **Texas Probate Code**)

- A **Certified** copy of:
  - Will
  - Order Admitting Will to Probate
- Completed Affidavit of Heirship (form enclosed)

List 3: Will Not to be Probated

The following documents are needed when the owner left a Will, but the Will is not to be Probated:

- Copy of Will
- **Certified** copy of Death Certificate
- Completed Affidavit of Heirship (form enclosed)
- Taxpayer Identification Number for each new owner account (to avoid federally-required 31% withholding tax)

List 4: No Will

The following documents are needed when the owner did not leave a Will.

- **Certified** copy of Death Certificate
- Completed Affidavit of Heirship (form enclosed)
- Taxpayer Identification Number for each new owner account (to avoid federally-required 31% withholding tax)
- **Administration** Proceedings (if court proceedings will be done)

**** **You may find the definitions of the bolded words in our enclosed "Definition of Legal Terms about Probate".**

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