

INSTRUCTIONS FOR COMPLETING AFFIDAVIT OF HEIRSHIP

1. **This form should be completed by someone other than an Heir.** This person should be someone who is familiar with the family history of the deceased (decedent), and **who will obtain no benefit** from the Estate.

The person who fills out the form is referred to as the “AFFIANT”.

2. The person completing this Affidavit should read carefully and answer all the questions that are applicable; paying particular attention to the name(s) and address(s) of the heir(s).
3. **The Affiant** must sign the “Affidavit of Heirship” in front of a Notary Public, **so it can be notarized.**
4. The completed, notarized form should be sent to the appropriate county for recording/filing. Record in the county where the properties are located. Recording/filing fees will apply; therefore, contact the clerk of court for the appropriate county to obtain fees and instructions for correctly recording/filing forms in that county. **Please have recorded forms returned to you for verification purposes.**
5. Please send **copies** of the recorded forms to **True Oil LLC** and **keep the original for your files.**
6. True Oil LLC will complete the Ownership Transfer process once the recorded forms are received.