

## **Information to send to Valence Operating Company to Change Ownership resulting from a Sale or Transfer of Interest**

### **SALE OR TRANFER OF INTEREST**

- A. A copy of a **recorded** deed, assignment, Bill of Sale or other legal instrument **must** be used to convey or transfer an owner's interest to the new owner (s). When preparing the deed, please insure that any special terms or conditions are clearly defined so that no questions can be raised regarding your exact intentions.
- B. The conveyance document **must** specify the legal description of the property **and** the decimal interest to be transferred to the new owner(s). If you do not have a description for your specific property, the "unit" description for the well(s) may be used in its place. The Owner Relations Department will be happy to provide you with the unit description for any properties in which you may own an interest.  
[\(Contact Us\)](#)
- C. After the deed or other legal instrument has been notarized, it must be filed of record in the County Clerk's office in the county(ies) where the well(s) is located. To assist you in this process, instructions for filing documents, as well as the address information for the various County Clerk offices is available on this website.  
  
[\(Download the County Clerk Information Sheet\)](#)
- D. Once the original deed or conveyance document has been filed of record and returned to you, we ask that you send a **copy** to our Division Order Department so that we can begin the process of transferring ownership. Please note that the **original** document should be retained for your records. If possible, include the name, address and Social Security or Tax Identification number of each new owner.
- E. In order to insure that the change of ownership is reflected on the county tax roles, a second copy of the recorded deed should be sent to the Appraisal District for each respective county in which your well(s) may be located.  
  
[\(Download the Appraisal District Information Sheet\)](#)
- F. Ownership cases are processed on a "first come, first served" basis; however, it usually takes at least sixty (60) days to finalize a transfer of ownership. Following completion of the change of ownership, a Transfer Order will be mailed out for signature by the new owner. Once the Division Order Department has received a signed copy of the Transfer Order, the new owner's account will be placed in line for payment during our next monthly checkwrite.

**MINERAL AND ROYALTY DEED**

STATE OF TEXAS

COUNTY OF \_\_\_\_\_

KNOW ALL BY THESE PRESENTS:

That \_\_\_\_\_ of \_\_\_\_\_

\_\_\_\_\_ County, \_\_\_\_\_, hereinafter called Grantor (whether one or more) for and in consideration of the sum of Ten Dollars (\$10.00), and other good and valid consideration paid by \_\_\_\_\_ of \_\_\_\_\_,

\_\_\_\_\_ County, \_\_\_\_\_, hereinafter called Grantee, receipt and sufficiency of which as a full and adequate consideration for every interest, right and privilege granted herein is hereby acknowledged, have GRANTED, BARGAINED, SOLD AND CONVEYED, and do hereby GRANT, BARGAIN, SELL AND CONVEY unto said Grantee all of Grantor’s undivided interest in and to all of the oil, gas, sulphur, and all other minerals whether similar or dissimilar, including but not limited to oil royalty, gas royalty, overriding royalty, working interest, and royalty in casinghead gas, gasoline, and royalty in any other mineral, on , in and under and that may be produced from the following described land situated in \_\_\_\_\_ County, State of Texas, described as follows:

A \_\_\_\_\_ decimal interest in

hereinafter called “Lands,” together with the rights of ingress and egress, at all times for the purpose of drilling and exploring for, or mining for, producing, storing, treating and transporting oil, gas, sulphur and all other minerals, and of erecting any and all necessary structures for such drilling, mining, transporting and storing, and erecting any and all buildings necessary or incident to such operations, with the right to remove any and all property of whatever kind or character, placed on said premises, and any and all other rights necessary or incident to such operations.

Grantor agrees and covenants to execute such further assurances as may be necessary or requisite for the full and complete enjoyment of all the rights herein granted, and also agrees that Grantee shall have, and is hereby granted and given, the right at anytime to redeem for Grantor, by payment, any mortgages, taxes, or other liens on the above described lands, upon default in the payment thereof by Grantor, and that Grantee shall be subrogated to the rights of the holders thereof, but Grantee shall not be under any obligation to make such payment.

Grantee, or successors in title of Grantee, shall never be under any obligations, either express or implied, to drill or mine for oil, gas, sulphur or any other minerals, but such mining or drilling, both before and after production, shall be wholly at the option of said Grantee, or successors in title to Grantee.

This sale and grant is made subject only to any rights now existing in any lessee, or assigns, under any valid and subsisting oil, gas and mineral lease heretofore executed, covering the lands, or any part thereof, above described, duly and legally filed for record in said County, where the above described land is situated, and Grantee shall have and receive and enjoy the herein granted interest in and to all bonuses, rents, royalties, delay rentals, and all other benefits which may accrue thereunder, from and after the date hereof, just as if the Grantee herein had been at the date of the making of said lease, the owner of a similar interest in and to the land described in said lease, and the Grantee had been on of the lessors therein.

Grantor also grants, sells, conveys, assigns, and transfers to Grantee, and heirs, successors and assigns of Grantee, all grantor's interest in any production oil, gas or other minerals from the lands covered hereby prior to the date hereof, together with any such production of oil, gas or other minerals from the lands covered hereby prior to the date hereof, together with any such production in storage, tanks, and pipelines, and any and all sums of money, suspended runs or accounts of any type or character, due or owing to Grantor by any parties by reason of any such prior production. Grantor does hereby expressly authorize and direct the purchaser of the oil and or gas from the lands, or interests herein conveyed to pay the Grantee, their heirs or assigns, all of the proceeds that may accrue from the interest herein conveyed without further authorization from the Grantor and without the Grantor executing a transfer order or other similar instrument before payments are made to Grantee.

TO HAVE AND TO HOLD the above described interest in the oil, gas, sulphur and other minerals, and all other rights herein granted, all and singular, unto said Grantee, or heirs, successors and assigns of Grantee, forever, and Grantor does hereby bind himself and his and/or herself and her (as the case may be) heirs, executors and administrators, to warrant and forever defend, all and singular, Grantee, against every person whomsoever lawfully claiming or to claim the same or any part thereof.

This Mineral Deed shall bind and inure to the benefit of the heirs, successors and assigns, of the parties hereto. It is the intent of the Grantor to convey unto the Grantee, an undivided interest of all Grantors right, title, interest, and claims in and to the lands as identically described above.

WITNESS my hand and sold this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Grantor

NOTARY ACKNOWLEDGEMENT

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

This instrument was acknowledged before me on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_,

by \_\_\_\_\_.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public, State of Texas

\_\_\_\_\_  
Notary's Printed Name

After recording, please return to:  
\_\_\_\_\_

**STATUTORY NOTICE: TEXAS PROPERTY CODE 5.151: BY EXECUTING AND DELIVERING THIS INSTRUMENT YOU ARE SELLING ALL OR A PORTION OF YOUR MINERALS OR ROYALTY INTEREST IN THE ABOVE DESCRIBED LAND.**

**NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR DRIVER'S LICENSE NUMBER.**