

## OWNERSHIP CHANGE REQUIREMENTS

General policy requirements to effect change of ownership and payment records are:

- Changes in payment of proceeds must be accomplished by providing BreitBurn Management Company, LLC. a conveyance document (such as deed or assignment).
  - Supporting document(s) granting authority to an Agent or Attorney-in-Fact must be provided if applicable
  - If the document is being acquired or transferred by Guardian of a minor child or person, provide a copy of the document appointing the Guardian along with court order authorizing the sale of the property (Note: Certain restrictions apply to minors).
- Conveyance documents must be recorded in the County or Parish where the properties are located; copy provided must contain a legible registry number or volume and page number indicating recordation. All signatures must be signed in the present of and acknowledge by a Notary Public.
- Legal descriptions must correctly describe the properties being conveyed.
- Effective date must be listed if different from the document date; all dates must be legible.
- If transfer is to be made to a trust, trust agreements must be accompanied by a recorded conveyance document from the trustor to the trust, which conveyance clearly describes the property being transferred to the trust.
  - Copies of the pertinent pages of the trust agreement giving the Trustee the authority to convey the property (from the trustee) to the beneficiary(ies) or purchaser (if sale occurred) must be provided
- Divorce Decree must be accompanied by a recorded conveyance document covering the property
- Individual Name Changes must be accompanied by supporting legal documents (i.e. Marriage Certificate).
- Certificates of Merger, Dissolution of Partnership or appropriate documentation required for changes in business name
- Current mailing address and Tax ID or Social security numbers must be provided for all new owners

Upon receipt of requested material, amended division orders will be issued for the new owner(s) to sign and return. Please send requested material or direct any questions you may have to:

BreitBurn Management Co., LLC  
Attn: Land Department  
600 Travis St Suite 4800  
Houston, TX 77002