



CIMA ENERGY LP

REQUIREMENTS FOR DEATH OF AN INTEREST OWNER

If the decedent died testate (with a will) and the will is being probated the following must be submitted for our review:

1. Copy of the Death Certificate
2. Copy of Letters of Testamentary
3. Copy of the Will
4. Order Admitting the Will to Probate (or its equivalent depending upon the state in which the proceedings were conducted)
5. Order Closing the Estate (or its equivalent depending up on the state in which the proceedings were conducted.)
6. Evidence debts and taxes have been paid. (1) In the form of competent affidavits, receipts or certificate of no tax due, evidencing the payment of all Federal Estate and State Inheritance taxes if any, or (2) Inventory, Appraisalment and List of Claims, or (3) An affidavit revealing that all debts, claims and liabilities of the estate have been paid in full or are amply provided for.
7. Documents must be filed of record in the county or counties, where the property or properties are located. Please keep the filed and recorded original for your records. The copy submitted to CIMA must show the recording stamp.

To comply fully with the various state statues, we suggest that you consult an attorney familiar with the laws of the state in which the property is located to see if ancillary probate proceedings are required.

If the decedent died intestate (without a will) or if the will is not being probated the following must be submitted for our review:

1. A Certified copy of the Death Certificate
2. In the event administration proceedings were necessary, a copy of the Order Appointing Administrator, An Affidavit of Heirship, which must be completed by disinterested party familiar with the facts (not an heir), notarized, and filed of record in the county or counties, where the property or properties are located. Please keep the filed and recorded original for your records. The copy submitted to CIMA must show the recording stamp.
3. Evidence debts and taxes have been paid. (Same as requirement #6 above)
4. A copy of the Will (if will is not being probated).
5. Please contact Michelle Davila to request An Affidavit of Heirship form:

Michelle Dávila
CIMA® ENERGY LP
Division Order Analyst
(713) 739-6460
mdavila@cima-energy.com
1221 McKinney Street, Suite 3700
Houston, TX 77010