



### Address Changes

Please fill out a Change of Address Form and send it to [divisionorders@roanresources.com](mailto:divisionorders@roanresources.com).

### Ownership Changes

All requests for ownership changes must be submitted in writing and include the necessary supporting documentation.

For your reference, listed in the left column of the table below are common situations affecting changes in ownership. The right column indicates documents that must be provided for the requested change to go into effect.

Please note that there may be some differences in document requirements based upon your specific situation. Due to this, further documentation may be required beyond those described here.

Reason for Change	Documentation Required
The Owner sold his or her interest.	A copy of the document, filed of record in the county or counties in which the property is located. Unrecorded deeds or assignments are not sufficient for transferring record title ownership of real property.
Ownership change due to divorce.	A copy of the complete Divorce Decree, including the Settlement Agreement and a copy of the conveyance, filed of record in the county or counties in which the property is located, transferring the interest to the new owner.
The Death of an Owner or Owners:  Situation 1: Owner passed away with a will ( <i>i.e.</i> , testate) and probate proceedings were or will be conducted in Oklahoma.	A copy of the Death Certificate, Order Admitting Will to Probate, Letters Testamentary, Last Will and Testament of Decedent, evidence that debts and taxes have been paid, and Final Decree of Distribution.
The Death of an Owner or Owners:  Situation 2: Owner passed away with a will ( <i>i.e.</i> , testate) and probate proceedings were or will be conducted <u>outside</u> of Oklahoma, or	<b>Oklahoma law does not permit the distribution of real property situated within its borders based on probate proceedings from other states.</b> Documentation of the ancillary probate proceeding opened in an Oklahoma court of



<p>the Owner passed away without a will (<i>i.e.</i>, intestate).</p>	<p>jurisdiction will be necessary in this instance, or if an ancillary probate proceeding will not be conducted or the owner passed away without a will, a copy of the death certificate and an Affidavit of Heirship recorded in the county or counties in which the property is located may be sufficient for payment purposes. However, note that an Affidavit of Heirship may not be accepted by Roan Resources LLC depending on the amount of revenue involved.</p>
<p>Change of Ownership due to Transfer on Death Deed</p>	<p>Once the Grantor/record owner has passed away, please forward a copy of the recorded Transfer on Death Deed and a copy of the recorded acceptance/acknowledgement affidavit statutorily required documentation from the grantee/beneficiary.</p>
<p>Chapter 11 Bankruptcy</p>	<p>A copy of the Plan of Reorganization or the Order Confirming the Plan of Reorganization.</p>
<p>Chapter 7 Bankruptcy</p>	<p>A copy of the recorded conveyance or Order Naming Trustee of Bankruptcy Estate.</p>

Please forward owner change documentation to [divisionorders@roanresources.com](mailto:divisionorders@roanresources.com) or the following mailing address:

ROAN RESOURCES LLC  
 ATTN: DIVISION ORDERS  
 14701 HERTZ QUAIL SPRINGS PKWY  
 OKLAHOMA CITY OK 73134