

HOW TO COMPLETE THE AFFIDAVIT OF HEIRSHIP FORM

1. COMPLETE THE AFFIDAVIT OF HEIRSHIP FORM

Choose a **disinterested individual** who is familiar with the owner's family and marital history.

Disinterested individual is defined as an individual **not in direct line to receive** any portion of the inheritance. This person should not expect to receive mineral interest passed on from the decedent.

Responsibilities of Disinterested Individual:

1. Complete the form as accurately and completely as possible. If there is no information to be provided, write "**none**" or "**do not know**". If there is not enough space in an area on the form, attach separate sheets to this form.
2. Include names and addresses for each party mentioned on the form.
3. Verify that all information is correct and sign the last page of Affidavit of Heirship form in front of a notary public.

2. RECORD THE AFFIDAVIT OF HEIRSHIP FORM:

Please have the Affidavit of Heirship form recorded in each state where the owner had an interest in real property. Please contact the County Clerk's office at the address shown below in regards to their filing fees for this service.

Tarrant County Courthouse
Records Filing Office - Room B20
100 W. Weatherford St.
Fort Worth, Texas 76196

Denton County Clerk
Attn: Recording
1450 E. McKinney St.
Denton, Texas 76209

Once the recorded Affidavit of Heirship has been returned to you by the County Clerk's office, please provide us with a copy, retaining the original for your records.

3. DECEASED HEIRS OF DECEDENTS:

If any heirs of the decedent have **died since** the decedent's death, please provide us with a copy of their:

- Death Certificate
- Probate documents which have been recorded in the county where the property is located. (i.e., Last Will and Testament, Letters Testamentary, Order Admitting Will to Probate, etc.)

- OR -

- Affidavit of Heirship which have been recorded in the county where the property is located.