

**INSTRUCTIONS FOR COMPLETING
PROOF OF DEATH AND HEIRSHIP AFFIDAVIT**

1. **This form should be completed by someone other than an heir, who is familiar with the family history of the decedent, and who will obtain no benefit from the Estate.** This person should be a disinterested (non-family member) party in a position to know the facts. All questions should be answered and current addresses, including the street address, city, state and zip code should be provided for each party listed on the Affidavit.
2. The person completing the form should read it carefully and answer the questions that are applicable, paying particular attention to the name(s) and address(es) of the heir(s), then sign in the first space provided for “Affiant” before a Notary Public.
3. Completed, fully executed and notarized Affidavit should be recorded in the county where the property is located. Vitruvian currently operates in Garvin, Grady, and Stephens counties, Oklahoma. The addresses for the County Clerk of each of those counties is:

**County Clerk
Grady County, Oklahoma
326 West Choctaw St.
Chickasha, OK 73023
Phone: 405-224-7388
Call for Recording Fee**

**County Clerk
Stephens County, Oklahoma
101 S. 11th, Rm. 203
Duncan, OK 75333
Phone: 580-255-0977
Call for Recording Fee**

**County Clerk
Garvin County, Oklahoma
County Courthouse
P.O. Box 926
Pauls Valley, OK 73075
Phone: 405-238-2772
Call for Recording Fee**

4. Return fully completed, notarized, and recorded Affidavits of Heirship to Vitruvian at the address below:

**Vitruvian II Woodford, LLC
4 Waterway Square Place
Suite 400
The Woodlands, TX 77380**

If you have any questions, please contact Vitruvian’s owner relations department by phone at 832-458-3155 or by email at owner.relations@vexpl.com. Thank you for your assistance.

AFFIDAVIT OF DEATH AND HEIRSHIP

STATE OF _____

COUNTY OF _____

INFORMATION CONCERNING: _____
(Decedent)

**I, _____ (affiant), whose address is: _____
of lawful age, being first duly sworn according to law, on oath says:**

That the statements hereinafter set forth, including answers to questions propounded, constitute a true, correct and complete statement of the family history of the person hereinafter named as “decedent” and of the estate of such decedent.

1. Name of Decedent _____
2. How long did you know the Decedent? _____
3. What was your relationship to the Decedent? _____
4. Date decedent died: _____ Where? _____
5. Did decedent leave a will? _____ **If Decedent left a will, attach a copy hereto.**

6. Have probate proceedings commenced? _____ If so, complete the following to the best of your knowledge:
Proceedings were commenced in: _____ County, State of _____
Name and address of Executor or Administrator: _____

7. Were there any unpaid debts or obligations due by decedent at the time of death? _____
If so, give the following information:

To Whom Owing	Amount	Nature of Debt	Paid-Unpaid now

8. Was decedent surety on any bond at the time of his death? _____
9. Were there any suits pending, or judgments rendered in any court, against decedent at the time of death? _____
If so, state briefly the nature, amount involved and parties to the action: _____

10. Were decedent's minerals inherited? _____ If no, date minerals were acquired: _____

11. Was decedent married or single at time of death? _____
If married, to whom? _____ Date of marriage: _____
Living Spouse's Address: _____

12. Was decedent ever married to any other than above-named person? _____
If so, give the following information: (List names in order of marriage)

Name of Spouse	Date Terminated	Death or Divorce	Present Address or Date of Death

13. If decedent had any children by any person, or adopted any children, give the following information:

Name of Child	Age	Living/Deceased	Present Address or Date of Death	Name of Other Parent

14. If a deceased child left descendants, give the following information:

Name of Decedent's Deceased Child (from question #13): _____

Spouse Name
& Address:

Children of Deceased Child	Age	Living/Deceased	Present Address or Date of Death

Name of Decedent's Deceased Child (from question #13): _____

Spouse Name
& Address:

Children of Deceased Child	Age	Living/Deceased	Present Address or Date of Death

15. In case decedent left no children or decedents of deceased children, then please furnish the following information:

Name of Parents	Age	Living/Deceased	Present Address or Date of Death

Give names of brothers and sisters of decedent:

Name of Siblings	Age	Living/Deceased	Present Address or Date of Death

Give names of children of deceased brother or sister:

Name of Child	Child of	Age	Present Address or Date of Death

16. Legal description of the property owned by the deceased (include Section, Township, Range and County(ies) and State:

17. Here briefly state facts and circumstances (such as being a relative of, or attorney or agent for, deceased) which will show basis and source of information hereinbefore given: _____

Date

Affiant Signature

ON THIS _____ day of _____, 20____, before me personally appeared _____, to me known to be the person who executed the foregoing Affidavit of Death Heirship, and acknowledged that he/she executed the same as his/her free act and deed.

NOTARY PUBLIC

My commission expires: _____

Commission No.: _____

**PLEASE ATTACH A COPY OF DEATH CERTIFICATE; IF
THERE WAS A WILL, PLEASE ATTACH A COPY HERETO**