



THE UNIVERSITY OF TEXAS SYSTEM

University Lands

[www.utlands.utsystem.edu](http://www.utlands.utsystem.edu)

### ASSIGNMENT OF RECORD TITLE INTEREST IN AN OIL & GAS LEASE

#### FORM UT-4

Fee: \$30 per lease (Additional \$100 per lease if later than 90 days after recording date)

Document Type: \_\_\_\_\_ Assignment \_\_\_\_\_ Merger \_\_\_\_\_ Name Change

Type Interest: \_\_\_\_\_ Working Interest \_\_\_\_\_ Overriding Royalty \_\_\_\_\_ Other \_\_\_\_\_

#### Form UT-4 Preparer

*I am an authorized representative of the lessee(s) under the University leases identified herein and represent and certify to the Board of Regents of The University of Texas System that the information provided on this form is true and correct.*

Preparer's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name (please print) \_\_\_\_\_

Title \_\_\_\_\_

Company \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

#### Payment & Submission Instructions

a. Total # Leases: \_\_\_\_\_ x \$30.00 = SubTotal: \_\_\_\_\_

b. Is the recording date older than 90 days?  
Yes, continue to c. No, skip to d.

c. Total # Leases: \_\_\_\_\_ x \$100.00 = SubTotal: \_\_\_\_\_

**d. Total Due:** \_\_\_\_\_

#### Include these items:

- Completed & signed form(s)
- Copy of Document(s) recorded in the respective county(ies)
- Check made payable to *University Lands* for the Total Due

**mail to** University Lands  
PO Box 553  
Midland, Texas 79702-0553

Please use a separate form for each Assignment document.

If you have more entries than rows provided: call 432-686-5479 (primary) or 432-684-4404 (secondary) and provide your email address & a brief description of the assignment; we will email you a Word version that allows you to add rows.

If you have any questions concerning the completion of this form, please call 432-686-5479 (primary) or 432-684-4404 (secondary).

### PART 1: Assignor(s)/Assignee(s)

(Percent of Interest Owned and Conveyed is expressed as a percent of the total interest in the lease. See page 2 for examples)

	Assignor(s)	Assignee(s)	Percent of Interest		
			Owned	Conveyed	Retained
1.					
2.					
3.					
4.					
5.					

### PART 2: University Leases

(The following leases must be clearly identifiable in Exhibit A of the recorded document to enable University Lands staff to reconcile this form against Exhibit A.)

	UL Lease #	County	Block	Section	Part of Section (include Depth Restriction, if any)
1.					
2.					
3.					
4.					
5.					

### PART 3: Assignment Recording Information

(Do not enter the original lease recording data.)

	County	Vol/Pg or Doc ID	Effective Date	Recorded Date
1.				
2.				
3.				
4.				
5.				

## INSTRUCTIONS:

### Form UT-4 Preparer *(In case we have questions or need anything further)*

- **Signature:** Sign the report if you are the person who completed this form.
- **Name:** Print the name of the person preparing the UT-4.
- **Title:** Enter the title of the person preparing the UT-4.
- **Company:** Enter the name of the company filing the UT-4.
- **Telephone Number:** Enter the telephone number of the person preparing the report.
- **Email:** Enter the email address of the person preparing the report.

### Payment & Submission Instructions

- a. Enter the total number of leases affected, the subtotal will automatically calculate.
- b. Check the appropriate box to answer the question.
- c. Enter the total number of leases that are older than 90 days from today, the subtotal will automatically calculate.
- d. The Total Due will automatically calculate.
- A checklist is provided as a reminder of what needs to be included in the envelope.

### **PART 1: Assignor(s)/Assignee(s)**

- **Assignor(s):** List all companies or individuals (assignors) who are transferring part or all of their ownership interest in each University lease.
- **Assignee(s):** List all companies or individuals (assignees) who are receiving part or all of an ownership interest in each University lease.
- **Percent of Interest Owned** (by Assignor): Expressed as a percent of the total interest in the lease, e.g. if the assignor owned 50% of interest in the lease and wished to transfer all their interest, Owned & Conveyed would both be 50%, with 0% Retained. If the assignor owned 50% of the lease's interest and wished to transfer one-half their interest, Owned would be 50%, Conveyed would be 25% and Retained would be 25%.
- **Percent of Interest Conveyed** (to Assignee): Expressed as a percent of the total interest in the lease, e.g. if the assignor owned 50% of interest in the lease and wished to transfer all their interest, Owned & Conveyed would both be 50%, with 0% Retained. If the assignor owned 50% of the lease's interest and wished to transfer one-half their interest, Owned would be 50%, Conveyed would be 25% and Retained would be 25%.
- **Percent of Interest Retained** (by Assignor): Expressed as a percent of the total interest in the lease, e.g. if the assignor owned 50% of interest in the lease and wished to transfer all their interest, Owned & Conveyed would both be 50%, with 0% Retained. If the assignor owned 50% of the lease's interest and wished to transfer one-half their interest, Owned would be 50%, Conveyed would be 25% and Retained would be 25%.

### **PART 2: University Leases**

- **UT Lease #:** Indicate the University lease number for each affected University lease.
- **County:** Identify the county(ies) within which the lease is located.
- **Block:** Identify the block number within which the lease is located.
- **Section:** Identify the section within which the lease is located.
- **Part of Section:** Describe the specific part(s) of the section within which the lease is located.
- **Depth Restriction:** Describe any depth restriction relating to the interest assigned or the lease itself.

### **PART 3: Assignment Recording Information**

- **County:** Enter name of county in which document was recorded.
- **Vol/Pg or Doc ID:** For each county; indicate the number of the county book or volume and the page number where the instrument is recorded OR indicate the document number if the Volume and Page are not listed on the Assignment.
- **Effective Date:** Indicate the date the change of ownership went into force.
- **Recorded Date:** Indicate the date the change was recorded in the affected county(ies)

**Please use a separate form for each Assignment document.**

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**If you have any questions concerning the completion of this form, please call 432-686-5479 (primary) or 432-684-4404 (secondary).**