

**Summary Form UT-4 for the  
 Change of Oil & Gas Lease(s)'  
 Leasehold/Working Interest Ownership  
 or Lessee Name**

**After all requirements have been met and payment is received, we will update our records and operator will be able to report production and pay royalty.**

**Date:** \_\_\_\_\_ **Please TYPE or print LEGIBLY**

\_\_\_\_\_ **Company Name & Address** \_\_\_\_\_ **Contact Person**

\_\_\_\_\_ **Attn:** \_\_\_\_\_

\_\_\_\_\_ **Phone:** \_\_\_\_\_

\_\_\_\_\_ **Email:** \_\_\_\_\_

**Document Type:** Assignment Merger Name Change

Effective Date: \_\_\_\_\_ Effective Date: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Date Recorded: \_\_\_\_\_

Do the lease agreement(s) have Consent to Assign requirement?      NO      YES (see below in orange)

Are any of the lease agreement(s) subject to a UL development agreement?      NO      YES

Development Agreement Name & Number: \_\_\_\_\_

Does it have a lease Consent to Assign requirement?      NO      YES

**If there is any Consent to Assign requirement, you must obtain your UL Landman's written approval to assign all or part of the lease agreement(s).**

Once your assignment submission is approved, you will be invoiced for \$30 per lease if the document was recorded within the last 90 days. The charge will be \$130 per lease if the document was recorded longer than 90 days from today.

- Include these items when submitting to UL
- Copy of completed UT-4 form(s)
  - Copy of Document(s) recorded in the respective county(ies)
  - Copy of Consent to Assign, if applicable

**Email to  
 UL\_LandMinerals@utsystem.edu**

**Please use a separate Form UT-4 for each recorded document.**

**You are required to use the format for the summary table as provided on page 2. If you have more than 10 leases, attach pages using the exact same table format & column headings.**

**Percent of Interest Owned/Retained/Conveyed:** Regardless of the Document's terminology, express as a percentage of the total interest in the lease.

For example:

% of WI Assignor Owned of Lease's Total Working Interest	% of WI Conveyed to Assignee of Lease's Total Working Interest	% of WI Retained by Assignor of Lease's Total Working Interest
100%	100%	0%
50%	50%	0%
90%	40%	50%

The highlighted first row of the following table is a sample of how to complete each row.

**If you have any questions concerning the completion of this form, please email UL\_LandMinerals@utsystem.edu.**

