



Frequently Asked Questions

How do I change my address? What information do I need to provide?

For Security purposes, a change of address will not be accepted over the telephone. You can write us or fill out a change of address form. You may send the change of address form via regular mail, e-mail, or fax it to us. We require your name, owner number, phone number, old address, new address and signature.

E-mail address is OwnerRels@foundationenergy.com
Phone Number: 1-855-971-HELP (4357)
Fax number: 303-861-0604
Mailing address: 1801 Broadway, Suite 1500
Denver, Colorado 80202

I've lost my check. How do I get a replacement?

If you've lost your check, please call 1-855-971-HELP (4357) for assistance. We will put a stop payment on your check and issue you a new one.

Please leave a message concerning your request and include the following information:

- Your name as it appears on the check
- Your owner number
- Date of check

Will I be getting a check this month?

We issue checks on the 15th of the month. Our checks are distributed as follows:
Example: If we picked up oil from your lease in January, we would process your royalties check on the 15th of March and distribute checks between the 16th and 25th, if we transport gas from your lease in January, we would process your royalties check on the 15th of April and distribute checks between the 16th and 25th. This is assuming your check would be at least \$100.

For more information, please call 1-855-971-HELP (4357).

Please leave a message concerning your request and include the following information:

- Your name as it appears on the check
- Your owner number
- Your lease number

I (We) are heirs to a mineral interest or leasehold ownership. What do I (We) need to do?

See Heirs Information Sheet.



Frequently Asked Questions (Continued)

I need to change my name on your records. What information do you need?

If you've had a name change, we will require a copy of the document that supports this change. For example, marriage license, divorce decree, etc.

Please have the following information available:

Your name as it appears on the check

Your owner number

How do I update ownership changes due to divorce?

Our office will need a copy of the Final Divorce Decree and copies of recorded conveyances.

I've sold my interest. What do I need to do?

If you've sold your interest, please provide us with a copy of the recorded conveyance document. A transfer of interest cannot be processed without the documentation that has been placed of record in the county and state where the lease is located.

I've purchased an interest. How do I start receiving checks?

If you've purchased an interest in a lease, we will require a copy of the recorded conveyance document. Upon receipt of the necessary document, we will issue a revised division order for you to execute & return. We will then place your interest in a pay status and will begin issuing checks to you.

Miscellaneous Ownership Questions:

Guardianships: When an owner is declared incompetent, please furnish Letters of Guardianship issued by the local court.

Bankruptcy: Our office will need copies of the court order appointing the Trustee, and if appropriate, the recorded Conveyances and the court order confirming any sales

Termination of Joint Tenancy: Furnish a copy of the death certificate and the current address/social security number of the new owner.

Life Tenant (Life Estate): When an owner of a life estate interest dies, our office will need a copy of the death certificate and the names, addresses and social security numbers (if available) of the persons who own the Remainder and who succeed to the interest. In some instances, we will need further information including a copy of the documents which originally create the life tenancy and named the successors.



Frequently Asked Questions (Continued)

For more detailed answers to any questions

Please call 1-855-971-HELP (4357)

or write to:

Foundation Energy Management, LLC
Attn: Division Order Department
1801 Broadway, Suite 1500
Denver, Colorado 80202

We will be able to handle your questions more efficiently when you call if you provide us with the following:

Owner Number
Owner Name (as it appears on your checks)
Daytime contact number where you can be reached