

Instructions for Completing the Real Property Sales Claim Form (Orange Form)

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1. Instructions for Submitting a Real Property Sales Claim

1.	<p>To make a Real Property Sales Claim under the Deepwater Horizon Economic and Property Damages Settlement Agreement (the "Settlement") for damages arising from the Deepwater Horizon Incident on April 20, 2010, (the "Spill"), you must complete and submit this Claim Form and all documentation required by the Settlement ("Supporting Documentation") to the Claims Administrator on or before June 8, 2015.</p> <p>The final deadline to file claims with the Settlement Program was June 8, 2015. Accordingly, the Claims Administrator is no longer accepting new claim submissions at this time.</p> <p>The Real Property Sales Claim is for individuals or businesses who prove that: (1) On April 20, 2010, they owned a Residential Parcel that is in the Real Property Sales Compensation Zone; and (2) they either (a) executed a Property Sales Contract before April 21, 2010, but the contract price was later reduced as a result of the Spill and closed during the time period April 21, 2010 to December 31, 2010, or (b) executed a Property Sales Contract on or after April 21, 2010 and the sale closed during the time period April 21, 2010 to December 31, 2010.</p>				
2.	<p>Do not use this Claim Form if you seek payment only for bodily injury arising from the Deepwater Horizon Incident. To get more information about the Medical Benefits Settlement and to determine whether you are eligible for benefits under that settlement, visit www.deepwaterhorizonsettlements.com or call 1-877-545-5111. For TTY assistance, call 1-800-877-8973.</p>				
3.	<p>If you have access to a computer with an internet connection, it will be far easier for you to fill out and submit your Claim Form online, rather than on this paper Claim Form. The online claim process will guide you through only the specific questions you need to answer, and will instruct you about the specific Supporting Documentation you must submit, based on the answers you enter as you go along. Go to www.deepwaterhorizonsettlements.com to submit a claim online.</p>				
4.	<p>If you choose to fill out a paper Claim Form, be sure to read the entire Claim Form and fill out every section needed to assert your claim, and also read Section 4 of this Instructions Booklet to find out what Supporting Documentation you have to submit along with your claim. If you need more space to answer any questions, put the answer on a separate page and attach it to your Claim Form.</p>				
5.	<p>As you complete your Claim Form and review the list of required Supporting Documentation, you may come across words that are unfamiliar to you. Section 2 of this Instructions Booklet defines many terms that are found in the Claim Form or in the Supporting Documentation descriptions. Consult these definitions if you need help understanding the meaning of a particular term.</p>				
6.	<p>Any term used in the Claim Form or in this Instructions Booklet that is defined in the Settlement will have the meaning set forth in the Settlement. If there is any conflict between the terms in the Settlement and the terms in the Claim Form or in this Instructions Booklet, the meaning set forth in the Settlement controls.</p>				
7.	<p>Submit your Claim Form and all required Supporting Documentation by sending it to the Claims Administrator in one of these ways:</p> <hr/> <table style="width: 100%; border: none;"> <tr> <td style="text-align: center; vertical-align: top;"> <p>Regular Mail: Deepwater Horizon Economic Claims Center P.O. Box 10272 Dublin, OH 43017-5772</p> </td> <td style="text-align: center; vertical-align: top;"> <p>Fax: (888) 524-1583</p> </td> </tr> <tr> <td style="text-align: center; vertical-align: top;"> <p>Overnight, Certified or Registered Mail: Deepwater Horizon Economic Claims Center c/o Claims Administrator 5151 Blazer Parkway Suite A Dublin, OH 43017</p> </td> <td style="text-align: center; vertical-align: top;"> <p>Email Attachment: ClaimForms@deepwaterhorizoneconomicsettlement.com</p> </td> </tr> </table> <hr/> <p>Your claim will be reviewed more quickly if you submit all of your Supporting Documentation along with your Claim Form. If you need to submit any Supporting Documentation separately, put your name and Tax Identification Number on a cover sheet or on the first page of what you submit, so the Claims Administrator can properly place the documents in your file.</p>	<p>Regular Mail: Deepwater Horizon Economic Claims Center P.O. Box 10272 Dublin, OH 43017-5772</p>	<p>Fax: (888) 524-1583</p>	<p>Overnight, Certified or Registered Mail: Deepwater Horizon Economic Claims Center c/o Claims Administrator 5151 Blazer Parkway Suite A Dublin, OH 43017</p>	<p>Email Attachment: ClaimForms@deepwaterhorizoneconomicsettlement.com</p>
<p>Regular Mail: Deepwater Horizon Economic Claims Center P.O. Box 10272 Dublin, OH 43017-5772</p>	<p>Fax: (888) 524-1583</p>				
<p>Overnight, Certified or Registered Mail: Deepwater Horizon Economic Claims Center c/o Claims Administrator 5151 Blazer Parkway Suite A Dublin, OH 43017</p>	<p>Email Attachment: ClaimForms@deepwaterhorizoneconomicsettlement.com</p>				
8.	<p>If you have any questions about how to submit your claim, go to www.deepwaterhorizonsettlements.com, or call toll free at 1-800-353-1262. Do not call the Court or any Judge's office to ask questions about how to complete this Claim Form, what documentation is required, or the status of your claim, in general.</p>				

2. Definitions

1.	Assessor: The Parish or County entity that discovers, lists, and values Real Property for taxation purposes.
2.	Closing Statement: A legal document setting out the exact amount of money needed to close a real estate transaction and affect the transfer of title and ownership from the seller to the buyer. It includes all the costs involved in the sale, such as mortgage insurance and property tax deposits. This document is prepared by a closing agent and is also known as a "settlement sheet."
3.	Contract Addendum: An additional document not included in the main part of the Property Sales Contract that may contain additional terms, specifications, provisions, standard forms or other information. A Contract Addendum may also be called an appendix, an annex, or a rider.
4.	Effective Date: The date that the Settlement becomes effective, which is after the Court grants "final approval" of the Settlement and any appeals are resolved.
5.	Eligible Parcel: A Residential Parcel within the Real Property Sales Compensation Zone, as identified in the Real Property Sales Compensation Zone Map.
6.	Incompetent Class Member: A Natural Person who lacks the capacity to enter into a contract on his or her behalf at the time of a Claims Form submission to the Claims Administrator, in accordance with the state laws of that person's domicile as applied to adult capacity issues, whether through power of attorney, agency documents, guardianship, conservatorship, tutorship, or otherwise.
7.	Minor Class Member: A Natural Person whose age is below that of the majority rule for the state in which the minor resides at the time of a Claim Form submission to the Claims Administrator.
8.	Natural Person: A human being; Includes the estate of a human being who died on or after April 20, 2010. For purposes of the Settlement, a Natural Person that is the estate of a human being who died on or after April 20, 2010, a Minor Class Member or Incompetent Class Member, shall be deemed to act through his, her or its Representative.
9.	Non-Residential Parcel: A Parcel designated the Parcel as a non-residential classification by the county or parish where it is located.
10.	Parcel: A plot of land that can be sold or purchased.
11.	Professional Land Survey: A professional determination used to determine the size, location, and boundaries of a piece of property.
12.	Property Deed: A legal instrument that is used to assign, confirm, or transfer rights, interests, or ownership of Real Property.
13.	Property Sales Contract: A legal contract for the transfer of ownership, rights, or interests of Real Property. The Property is exchanged from seller (Grantor) to buyer (Grantee) for an agreed upon value in money (or money equivalent) paid, or the promise to pay same.
14.	Real Property: Includes land and improvements thereon, and property of any nature appurtenant or affixed to the land. Real Property does not include property that can be removed, such as equipment.
15.	Real Property Compensation Zone Map: A map identifying all Eligible Parcels in the Real Property Sales Compensation Zone. You can find the map at www.deepwaterhorizonsettlements.com . If you do not have access to the internet you may call 1-800-353-1262.
16.	Representative: If a claimant is a Minor or Incompetent, the Representative is the legal guardian of the claimant. If the claimant is deceased, the Representative is the duly authorized legal representative of the claimant's estate.
17.	Residential Parcel: A parcels designated with a residential classification by the county or parish where it is located.

3. Detailed Instructions for Answering Real Property Sales Claim Form Questions

Instructions for Determining Parcel Eligibility. Before you complete a Real Property Sales Claim Form, you must find out if your Parcel is an Eligible Parcel. An Eligible Parcel is a Residential Parcel located within the Real Property Sales Compensation Zone. To find out if the Claims Administrator regards your Parcel as located within the Real Property Sales Compensation Zone and classified as a Residential Parcel, use the online mapping tool on the Settlement website, or call 1-800-353-1262.

If your Parcel is not included in the Real Property Sales Compensation Zone, it is preliminarily not considered an Eligible Parcel, and you cannot make a Real Property Sales Claim for that Parcel. If your Parcel is not considered a Residential Parcel, it is preliminarily not considered an Eligible Parcel, and you cannot make a Real Property Sales Claim for that Parcel.

If you disagree with the Claims Administrator characterization of your Parcel as located outside the Real Property Sales Compensation Zone or as a Non-Residential Parcel, you may request a review of the eligibility designation of your Parcel. If your parcel is added to the Real Property Sales Compensation Zone, you may then submit a Real Property Sales Claim Form.

To request a review of your Parcel's eligibility designation, detach and fill out the two-page Real Property Sales Parcel Eligibility Request Form attached to the end of the Real Property Sales Claim Form and submit it along with the required Supporting Documentation to support your request for a review of your Parcel's eligibility designation. Section 5 of this Instructions Booklet explains how to complete the Parcel Eligibility Request Form.

The final deadline to file claims with the Settlement Program was June 8, 2015. Accordingly, the Claims Administrator is no longer accepting new claim submissions or Parcel Eligibility Request Forms at this time.

The following instructions will take you step-by-step through the Real Property Sales Claim Form. The sections and numbers in these instructions refer to the same sections and numbers in the Claim Form.

A. Claimant Information

If you are completing this Claim Form on your own behalf, provide your personal information in this section. If you are completing this Claim Form on behalf of the claimant, fill in the claimant's information.

1.	Name of Natural Person or Business	If you are making this claim as an individual, print your last name, first name, and middle initial in the appropriate boxes. If you are making this claim on behalf a business, print the full name of the business in the box labeled, "Last Name or Full Name of Business."
2.	Social Security Number <i>or</i> Individual Taxpayer Identification Number <i>or</i> Employer Identification Number	If you are making this claim as an individual, provide your Social Security Number or Individual Taxpayer Identification Number by putting one digit in each space. There are nine spaces provided in this format: XXX-XX-XXXX. If you are making this claim on behalf of a business, provide the business' Employer Identification Number by putting one digit in each space. There are nine spaces provided in this format: XX-XXXXXXX
3.	Claimant Number	If you filed a claim with the GCCF, your GCCF Claimant Number will also be your Claimant Number in the Deepwater Horizon Settlement Program. If you did not file a claim with the GCCF, you will receive a new nine-digit Claimant Number when you file your initial Registration Form with the Deepwater Horizon Settlement Program. If you filed a claim with the GCCF, check the box next to "GCCF Claimant Number" and write your seven-digit Claimant Number in the spaces provided. Write one number in each space. If you already have a Deepwater Horizon Settlement Program Claimant Number, check the box next to "Deepwater Horizon Settlement Program Claimant Number" and write your nine-digit Claimant Number in the spaces provided. Write one number in each space. If you do not already have a Deepwater Horizon Settlement Program Claimant Number and you did not file a claim with the GCCF, leave this question blank.

B. Information Required for a Real Property Sales Claim

If you are asserting a Real Property Sales Claim for more than one Parcel and need additional pages, photocopy Section B of the Claim Form before completing it and attach the copy to the Claim Form for submission. Make one copy for each additional Parcel. **The final deadline to file claims with the Settlement Program was June 8, 2015. Accordingly, the Claims Administrator is no longer accepting new claim submissions at this time.**

1.	On April 20, 2010, did you own a Residential Parcel located within the Real Property Sales Compensation Zone, as identified on the Real Property Sales Compensation Zone Map?	Check "Yes" if you owned a Parcel within the Real Property Sales Compensation Zone on April 20, 2010 and agree with its designation on the Real Property Sales Compensation Zone Map. Check "No" if you did not own the Parcel on April 20, 2010 or disagree with its designation on the Real Property Sales Compensation Zone Map. If you disagree with your Parcel's designation, stop filling out the Claim Form, and complete the Real Property Sales Parcel Eligibility Request Form located on the last two pages of the Claim Form.
2.	Address of the Parcel	Print the street address on the row labeled "Street," and provide the City, State and Zip Code in the appropriate boxes. Provide the Parish or County in the row labeled "Parish/County."
3.	Tax Assessment Identification Number	Provide your Tax Assessment Identification Number. You can find the Tax Assessment Identification Number on the Tax Assessment Form for the Parcel.
4.	Parcel Identification Number	Provide your Parcel Identification Number. You can find the Parcel Identification Number on the Property Deed or on the Tax Assessment Form for the Parcel.
5.	Was the Parcel foreclosed on?	If the Parcel was involved in a foreclosure proceeding between April 20, 2010 and December 31, 2010, check "Yes". If you checked "Yes", you will not be able to make a Real Property Sales Claim for that Parcel. If the Parcel was not involved in a foreclosure proceeding during this time, check "No".
6.	Did you execute a Property Sales Contract for the Residential Parcel?	If you executed a Property Sales Contract for the Residential Parcel, check "Yes". If you did not execute a Property Sales Contract, check "No". If you checked "No," you will not be able to make a Real Property Sales Claim for that Parcel.
7.	Did you sell the Parcel between April 21, 2010 and December 31, 2010?	If you sold the Parcel between April 21, 2010 and December 31, 2010, check "Yes". If you did not sell the Parcel within this time period, check "No". If you checked "No," you will not be able to file a claim for Real Property Sales.
8.	Sole owner of Parcel	If you were the sole owner of the Residential Parcel at the time of the sale, check "Yes". If you were not the sole owner at the time of the sale, check "No".
9.	List of all co-owners and ownership percentage	If you checked "No" for Question 8 indicating there are multiple co-owners who owned the Parcel at the time of the sale, provide (a) your ownership percentage of the Parcel; and (b) the full name and ownership percentage of any other individual or business that that co-owned the Parcel at the time of the sale.
10.	If you executed the Property Sales Contract before April 21, 2010, was the contract sale price reduced before closing?	Only answer this question if you executed the Property Sales Contract for the Parcel before April 21, 2010. If at any point after you executed the Property Sales Contract but before the closing, the contract sale price was reduced, check "Yes." If the contract price was not reduced, check "No." If you did not execute the Property Sales Contract before April 21, 2010, do not answer this question.
11.	Why was the contract price reduced?	If you checked "Yes" for Question 10, you must provide the reason the price of the Parcel was reduced in the space provided. If you need more room to answer, you may attach extra pages to the Claim Form.

C. Documentation Required for a Real Property Sales Claim

You are required to submit Supporting Documentation with your Claim Form. The documentation requirements can be found in Section 4 of this Instructions Booklet. If you do not submit these documents, the Claims Administrator will not be able to review your claim and you may not be compensated for any losses.

D. Payment

1.	If You Have Your Own Attorney	Only answer Question D.1 if you have your own attorney. If an attorney is representing you in connection with your Spill-related lawsuit or claim, the Claims Administrator will make payments to both you and your attorney. If you agree to this, you do not need to do anything. If you would rather the Claims Administrator make payments only to your attorney, check the box.
2.	If You Do Not Have Your Own Attorney	If you are not represented by an attorney, you must read Item 2 carefully.
3.	Garnishments, Liens, and other Attachments	Garnishments, liens and other attachments to your claim will be deducted from any payment you receive.
4.	W-9 Form Requirement.	All claimants must submit a W-9 Form. To obtain a copy of that form, go to www.deepwaterhorizonsettlements.com , or by calling 1-800-353-1262.

4. Documentation Required for Real Property Sales Claims

Review the claimant categories below and find the sections that best fit the answers you provided on your Claim Form. The documents listed in the applicable sections are required for an evaluation of your claim. You may use the checkboxes next to the document descriptions to keep track of what you need to submit.

Claimant Categories

A. All Claimants. All claimants submitting a Real Property Sales Claim must submit the documents listed in this section.

B. Claimants Whose Property Sales Contract was Executed Before April 21, 2010, and the Sales Price was Reduced Before Closing. All claimants who executed a property sales contract before April 21, 2010, and, at some point before closing, the sale price was reduced, must submit the documents listed in this section.

A. All Claimants Submitting a Real Property Sales Claim

If you are asserting a Real Property Sales Claim you must submit all of the following documents:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | (1) Documentation that will establish your ownership of the Parcel on 4/20/2010; |
| <input type="checkbox"/> | (2) Official copy of the Property Deed recorded after you sold the Residential Parcel, confirming transfer of ownership; |
| <input type="checkbox"/> | (3) Copy of the signed Property Sales Contract(s) for the sale that took place between April 21, 2010 and December 31, 2010; |
| <input type="checkbox"/> | (4) Copy of the Closing Statement for the sale that took place between April 21, 2010 and December 31, 2010; and |
| <input type="checkbox"/> | (5) W-9 Form; to obtain a copy of your W-9 Form, go to www.deepwaterhorizonsettlements.com , or by calling 1-800-353-1262. If you are making multiple claims under the Settlement, you only need to submit the W-9 Form once. |

B. Claimants whose Property Sales Contract was executed before April 21, 2010, and the sales price was reduced at some point before closing

If you signed a Property Sales Contract before April 21, 2010 and, at some point before closing, the sale price was reduced, you must also provide the following Supporting Documentation in addition to the requirements in Section 4.A above:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | (1) A copy of the signed Property Sales Contract executed before April 21, 2010; |
| <input type="checkbox"/> | (2) A copy of the signed Property Sales Contract or Contract Addendum executed after April 21, 2010, lowering the sale price; and |
| <input type="checkbox"/> | (3) Supporting documentation showing why the Property Sales Contract price was reduced, such as a letter or email from the purchaser or the purchaser's real estate agent or real estate attorney requesting the price reduction. |
| <input type="checkbox"/> | If you have no Supporting Documentation indicating why the Property Sales Contract price was reduced, you must provide contact information for the purchaser or the real estate agent who represented the purchaser in the sale. Fill in this information in Section B.11 of the Real Property Sales Claim Form. |

5. Detailed Instructions and Document Requirements for Completing and Submitting the Real Property Sales Parcel Eligibility Request Form

The following instructions will take you step-by-step through the Real Property Sales Parcel Eligibility Request Form. The sections and numbers in these instructions refer to the same sections and numbers in the Eligibility Request Form. **The final deadline to file claims with the Settlement Program was June 8, 2015. Accordingly, the Claims Administrator is no longer accepting new claim submissions or Parcel Eligibility Request Forms at this time.**

Only fill out the Real Property Sales Parcel Eligibility Request Form if your property is not located in the Real Property Sales Compensation Zone or is designated as a Non-Residential Parcel and you are requesting a review of this designation.

To request a review of the Claim Administrator's designation of your Parcel as either not within the Real Property Sales Compensation Zone or as a Non-Residential Parcel, fill out this Eligibility Request Form, detach it from the Real Property Sales Claim Form, sign it in Section E, and submit the Eligibility Request Form instead of the Claim Form. If your Parcel is added to the Real Property Sales Compensation Zone, you may then submit a Real Property Sales Claim Form.

A. Reason for Requesting a Review of the Parcel's Designation

Check the first box if the Real Property Sales Compensation Zone Map indicates that your Parcel is not located within the Zone, but it should be. Check the second box if the Real Property Sales Compensation Zone Map classified your Parcel as Non-Residential, but it should be classified as Residential.

B. Claimant Information

If you are completing this Claim Form on your own behalf, provide your personal information in this section. If you are completing this Claim Form on behalf of the claimant, fill in the claimant's information.

1.	Name of Natural Person or Business	<p>If you are making this claim as an individual, print your last name, first name, and middle initial in the appropriate boxes.</p> <p>If you are making this claim on behalf a business, print the full name of the business in the box labeled, "Last Name or Full Name of Business."</p>
2.	Social Security Number <i>or</i> Individual Taxpayer Identification Number <i>or</i> Employer Identification Number	<p>If you are making this claim as an individual, provide your Social Security Number or Individual Taxpayer Identification Number by putting one digit in each space. There are nine spaces provided in this format: XXX-XX-XXXX.</p> <p>If you are making this claim on behalf of a business, provide the business' Employer Identification Number by putting one digit in each space. There are nine spaces provided in this format: XX-XXXXXXX</p>
3.	Claimant Number	<p>If you filed a claim with the GCCF, your GCCF Claimant Number will also be your Claimant Number in the Deepwater Horizon Settlement Program. If you did not file a claim with the GCCF, you will receive a new nine-digit Claimant Number when you file your initial Registration Form with the Deepwater Horizon Settlement Program.</p> <p>If you filed a claim with the GCCF, check the box next to "GCCF Claimant Number" and write your seven-digit Claimant Number in the spaces provided. Write one number in each space.</p> <p>If you already have a Deepwater Horizon Settlement Program Claimant Number, check the box next to "Deepwater Horizon Settlement Program Claimant Number" and write your nine-digit Claimant Number in the spaces provided. Write one number in each space.</p> <p>If you do not already have a Deepwater Horizon Settlement Program Claimant Number and you did not file a claim with the GCCF, leave this question blank.</p>

C. Parcel Information		
1.	Address of the Parcel	Print the street address on the row labeled "Street," and the City, State and Zip Code in the appropriate boxes. Provide the Parish or County in the row labeled "Parish/County."
2.	Tax Assessment Identification Number	Provide your Tax Assessment Identification Number. You can find the Tax Assessment Identification Number on the Tax Assessment Form for the Parcel.
3.	Parcel Identification Number	Provide your Parcel Identification Number. You can find the Parcel Identification Number on the deed or on the Tax Assessment Form for the Parcel.
D. Documentation Required for Claimants Requesting a Review of the Designation of the Parcel on the Real Property Compensation Zone Map		
If you follow the Instructions for Determining Eligibility in Section 3 of this Instructions Booklet and disagree with the designation of your Parcel, you may request a review of the mapping designation by submitting Supporting Documentation along with the Real Property Sales Parcel Eligibility Request Form. Read the descriptions below, decide which applies to you, and submit the required documentation.		
(1) Claimants who Request a Review of the Parcel Location Designation		
If you follow the Instructions for Determining Parcel Eligibility in Section 3 of this Instructions Booklet and disagree with the designation of your Residential Parcel as not within the Real Property Sales Compensation Zone, you must submit the following:		
<input type="checkbox"/>	Official documentation from your county or parish Assessor or a Professional Land Survey of the Parcel showing: (a) the actual presence of a Parcel for which there are no Parcel lines on the Real Property Compensation Zone Map; (b) the Parcel is located within the geography identified in the Real Property Compensation Zone Map; and (c) the county where the Parcel is located has designated the Parcel as a Residential Parcel.	
If your Parcel is not located within the Real Property Compensation Claim Zone on the Real Property Compensation Claim Zone Map, and you are not able to provide the required documentation to show that your Parcel is actually located within the Claim Zone, you are not eligible to make a Real Property Sales Claim for that Parcel.		
(2) Claimants whose Parcel is Classified as Non-Residential		
If you follow the Instructions for Determining Parcel Eligibility in Section 3 of this Instructions Booklet and disagree with the designation of your Residential Parcel as Non-Residential, you must submit the following:		
<input type="checkbox"/>	Official documentation provided by the county or parish Assessor such as the 2010 county or parish tax notice proving: (a) the Parcel has a Residential designation and is misclassified as Non-Residential on the Real Property Compensation Zone Map; and (b) the Parcel is located within the geography identified in the Real Property Compensation Zone Map.	
If you determine the Parcel is not located within the Real Property Sales Compensation Zone and you are not able to provide the required documentation listed, you are not eligible for compensation for a Real Property Sales Claim.		