



# S&J Land Administration Services

A WHOLLY OWNED SUBSIDIARY OF STEPTOE & JOHNSON PLLC

## Overview

The Steptoe & Johnson Land Administration Services group provides professional land administration services and transitional support to its clients, allowing them to focus their resources on key strategic opportunities. Utilizing industry software and the in-depth knowledge of our team, we can provide the vital land administration services needed in today's fast-paced environment.

Additionally, the S&J Land Administration Services group can work in conjunction with Steptoe & Johnson PLLC's abstracting and legal teams to provide the industry's only one-stop shop for land and title needs.

## Areas of Focus

### Lease Records Maintenance/Land System Management

- Handle basic to complex document and provision analysis and data entry
- Manage lease expirations, extensions, surrenders, and county releases
- Create standard exhibits and traditional and nontraditional reports and dashboards
- Generate monthly rental/obligation calendars
- Research rentals, miscellaneous lease payments, and shut-in royalties

### Division Order Preparation and Administration

- Calculate ownership from title for division of interest
- Prepare, mail, and process returned division orders
- Provide landowner hotline and customer care
- Undertake special projects such as well setups, ownership changes, unclaimed property/escheat, and suspense research

### Renewable Support

- Draft and populate renewable lease options and other agreements and documents
- Provide records maintenance (see Lease Records Maintenance above)
- Enter and maintain agreement data and obligations
- Process obligation and payment reports

**Contract Administration**

- Review and analyze joint operating agreements (JOAs), farmouts, planning and service areas (PSAs), and more
- Process participation elections
- Monitor contract compliance

**Digital File Rooms**

- Scan and digitize images into .pdf or requested format
- Organize land documents in digital file folder structure

**Acquisition and Divestiture Due Diligence**

- Prepare asset inventories
- Scrub records for title defects
- Draft defect reports

**Department Support**

- Special projects staffing and management
- Short and long-term staffing backfill
- Land Administration Department best-practices consulting

***Additional Services***

- Data onboarding, assimilation, conversion, and system cleanup
- Establish new lease and tract structures from purchase and sale exhibits
- Divestiture data room setup and management (physical or virtual)
- GIS services
- Document drafting

## Software Systems

- P2 Excalibur
- P2 Bolo
- P2 Upstream
- Pandell LandWorks
- Quorum Land, Revenue Accounting, and Division Order
- Quorum Land on Demand and Quorum GIS Mapping
- Enertia Lease Administration
- Esri ArcGIS



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