

OWNERSHIP CHANGES AND UPDATES - DOCUMENTS REQUIRED TO INITIATE & COMPLETE CHANGES ARE AS FOLLOWS:

| TYPE OF CHANGE: | REQUIRED DOCUMENTATION: |
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| Name change due to marriage, divorce or other | Marriage Certificate, Divorce Decree or other document providing recognition of the change. |
| Name change for a company | Certificate recognizing name change and new tax identification number, if applicable. |
| Power of attorney or attorney in fact addition or change | Copy of Power of Attorney or Attorney-in-Fact, or a copy of the document affecting the change in status. |
| Change of Address | A written request with the owner number, last four digits of the tax identification number, address, owner signature and date. SEE Change of Address Form |
| Purchase or sale of interest | Copy of recorded conveyance from the county or counties in which the property(s) are located. |
| Ownership change due to divorce | Divorce Decree and Settlement Agreement or judgment and recorded conveyance from the county or counties in which the property(s) are located, if applicable. |
| Ownership change due to gifting of minerals | Copy of recorded conveyance from the county or counties in which the property(s) are located. |
| Ownership is transferred to a trust | Copy of the trust, specifically the pages creating the trust, naming the trustee(s) and successor trustee(s) and the signature page. Copy of recorded conveyance from the county or counties in which the property(s) are located, if applicable. |
| Ownership is transferred from a trust | Copy of documents dissolving the trust, if applicable; copy of recorded conveyance to beneficiaries from the county or counties in which the property(s) are located. |
| Trustee(s) Change | Documents facilitating the change(s) and appointing the new trustee(s). |
| Death of one Joint Tenant | Death Certificate of Joint Tenant |
| Death of owner – Owner died with a Will (testate) and will is being probated or has already been probated. | <p><u>Copy of each of the following documents:</u></p> <ul style="list-style-type: none"> • Death Certificate • Will • Order Admitting Will to Probate • Letters Testamentary • Final Decree or Judgment of Possession signed by the court, if applicable. • Estate Inheritance Tax Release, if applicable • If the probate is in a state other than where the property is located, a copy of the ancillary probate filed in the county or counties in which the property(s) are located. |
| Death of owner – Owner did not leave a will (intestate) | <p><u>Copy of each of the following documents:</u></p> <ul style="list-style-type: none"> • Death Certificate • Notarized copy of the <u>Affidavit of Heirship Form</u>. The form must be recorded in the county or counties in which the property(s) are located. • Copy of Letters of Personal Administration from the court, if applicable. |
| Transfer of ownership from an estate | Copy of recorded conveyance from the county or counties in which the property(s) are located. |