



Change Requested	Type of Change	Supporting Documents
Name Change (please fill out an Address Update form & provide with one or more of the supporting documents)	Marriage, Divorce, Name Change	<ul style="list-style-type: none"> <li>• Marriage Certificate</li> <li>• Certified divorce decree reinstating maiden name</li> <li>• Other official documentation on name change, i.e. certified court order</li> </ul>
	Company or Corporation	<ul style="list-style-type: none"> <li>• Certificate of Name Change including Tax Identification Number</li> </ul>
	Merger of Company or Corporation	<ul style="list-style-type: none"> <li>• Certificate of Merger including Tax Identification Number</li> </ul>
	Appointment of Attorney in Fact	<ul style="list-style-type: none"> <li>• Copy of Attorney-in-Fact or Power of Attorney Document</li> </ul>
	Owner Divorce	<ul style="list-style-type: none"> <li>• Recorded copy of final divorce decree including settlement agreement, and, if appropriate,</li> <li>• Recorded deed or assignment</li> </ul>
Trusts/Partnerships	Creation of Trust or Partnership	<ul style="list-style-type: none"> <li>• Trust or partnership agreement, and, if appropriate,</li> <li>• Recorded document conveying the interest to a trustee of trust or partnership (<b>Conveyance must name Trust/Trustee</b>)</li> </ul>
	Termination of Trust or Partnership	<ul style="list-style-type: none"> <li>• Dissolution of trust or partnership, and, if appropriate,</li> <li>• Recorded conveyances to beneficiary</li> </ul>
	Change in Trustee	<ul style="list-style-type: none"> <li>• Copy of trust or partnership agreement naming or appointing a successor trustee</li> <li>• Document appointing successor trustee</li> </ul>
Estate Proceedings	Owner died with a will & probate proceedings are being conducted in state where the property is located	<ul style="list-style-type: none"> <li>• Death Certificate</li> <li>• Order admitting Will to Probate in county of property</li> <li>• Letters Testamentary</li> <li>• Last Will and Testament</li> <li>• Final Decree of Distribution or Judgement of Possession in county of property</li> </ul>
	Owner died with a will (testate) & probate proceedings are being conducted in a state <u>other than</u> where the property is located	<ul style="list-style-type: none"> <li>• Ancillary Probate Proceedings opened in state where property is located</li> </ul>
	Owner died without a Will. NOTE: Laws of Descent Distribution apply	<ul style="list-style-type: none"> <li>• Death Certificate</li> <li>• Letters of Administration (if applicable)</li> <li>• Affidavit of Heirship recorded in the county where the property is located and signed by disinterested third party</li> <li>• Name of heir(s), their address(es) and Tax Identification Number(s)</li> </ul>



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Bankruptcy	Chapter 11	<ul style="list-style-type: none"><li>• Plan of Reorganization</li></ul>
	Chapter 7	<ul style="list-style-type: none"><li>• Order confirming the Plan of Reorganization</li><li>• Recorded conveyance (as appropriate)</li><li>• Order naming Trustee of Bankruptcy Estate</li></ul>
Transfer of Mineral Interests	Purchase/Sale	<ul style="list-style-type: none"><li>• Recorded deed or assignment</li><li>• Name of new owner(s), their address(es), and Tax Identification Number(s)</li></ul>