

## OWNERSHIP CHANGES

### CIRCUMSTANCE

### PLEASE SUBMIT

Individual Name Change Due to Marriage, Divorce, etc.	Marriage certificate, divorce decree reinstating maiden name, or other document affecting name change
Company or Corporation Name Change	Certificate of name change including tax ID
Company or Corporation Name Change Due to a Merger	Certificate of merger including tax ID
Appointment of Attorney-in-Fact	Copy of power of attorney
Sale of an Interest	Conveyance filed of record in the county/ parish in which the property is located
Ownership Change Due to Divorce	Complete divorce decree including settlement agreement. recorded conveyances (if appropriate)
Trust or Partnership is Created	Trust or partnership agreement and recorded document conveying the interest in a property to a trust or partnership
Trust or Partnership is Terminated	Dissolution of trust or partnership and, if appropriate. recorded conveyances to beneficiary
Changes in Trustee	Instrument whereby the successor trustee was appointed
Termination of joint tenancy or life estate	Death certificate of Joint tenant

### ESTATE PROCEEDINGS

Owner died with a Will (testate) and probate proceedings are to be conducted in the state where the property is located	Death certificate Order admitting will to Probate Letters testamentary Last will and testament Final decree of distribution or judgment of possession
Owner died with a Will (testate) and probate proceedings are to be conducted in a state other than the state where the property is located	Death certificate proceedings Last will and testament Letters testamentary Order admitting will to probate Final decree of distribution or judgment of possession Documentation of ancillary probate proceedings opened in all affected states or affidavit of heirship
Owner died without a Will (intestate) Laws of descent and distribution will apply as relevant	Death certificate Letters of administration Affidavit of heirship Life tenant's death certificate Name and addresses of remaindermen

### Bankruptcy

Chapter 11 - Plan of reorganization  
Chapter 7 - Recorded conveyance (as appropriate) and an order naming trustee of bankruptcy estate