

CHANGE OF OWNERSHIP

DEATH OF INTEREST OWNER

Death of owner with a Will (testate) and probate proceedings will be conducted in the state where the property is located, please submit copies of the following,

1. Death certificate
2. Order admitting will to Probate
3. Letters testamentary
4. Last will and testament
5. Final decree of distribution or judgment of possession*
*Final decree/conveyance document(s) to be recorded in county/parish where property is located
6. List of heirs/assignees with name, address, phone number, email address and W-9

Death of owner with a Will (testate), but probate proceedings are to be conducted outside of the state where the property is located, please submit copies of the following:

1. All of the above and including documentation of ancillary probate proceedings opened in all affected states.

Death of owner without a Will (intestate)*, please submit copies of the following,

1. Death certificate
2. Affidavit of heirship (recorded in county/parish where property is located)*
*For those Owners whose revenue exceeds \$6,000 per year, HRR requires an Order of Distribution or similar for small estate probate.
3. List of heirs/assignees with name, address, phone number, email address and W-9

Death of Joint Tenant

Please submit a copy of death certificate.

NAME CHANGE

Individual Name Change

Please submit a copy of your marriage certificate, divorce decree or other legal document affecting name change.

Company or Corporation Name Change

Please submit a copy of your certificate of name change, including tax ID number.

Company or Corporation Name Change Due to a Merger

Please submit a copy of your certificate of merger, including tax ID number.

Appointment of Attorney-in-Fact

Please submit a copy of your Power of Attorney.

OWNERSHIP CHANGE DUE TO DIVORCE OR SALE**Ownership Change Due to Divorce**

Please submit a copy of the complete divorce decree, including settlement agreement and recorded conveyances, if applicable. Conveyances to be recorded in the county/parish where property is located.

Sale of an Interest

Please submit a copy of the conveyance document recorded in the county/parish where the property is located.

TRUST OR PARTNERSHIP CHANGES**Creation of Trust or Partnership**

Please submit a copy of the trust or partnership agreement and recorded document conveying the interest in a property to a trust or partnership.

Termination of Trust or Partnership

Please submit a copy of the dissolution of trust or partnership and recorded conveyances to beneficiary, if applicable.

BANKRUPTCIES**Chapter 11**

Please submit a copy of the plan of reorganization.

Chapter 7

Please submit a copy of the recorded conveyance, if applicable, and an order naming trustee of bankruptcy estate.