



LPR PROCEDURAL OWNERSHIP CHANGES:

SITUATION	REQUIRED DOCUMENT(S)
Address Change	<ul style="list-style-type: none"> • Change of Address Form
Name Change (marriage, divorce, etc.)	<ul style="list-style-type: none"> • Marriage certificate, divorce decree or other document affecting name change
Name Change - Companies	<ul style="list-style-type: none"> • Certificate of merger or name change • New Tax ID (IRS Form W-9)
Interest owner died testate (with a will)	<ul style="list-style-type: none"> • Death certificate • Copy of the will • Copy of order admitting will to probate recorded to the proper deed records office • Letters testamentary of administration • Evidence that debts and taxes have been paid • Copy of Trust document if one was created through will
Interest owner died intestate (without a will)	<ul style="list-style-type: none"> • Death certificate • Evidence of debt and taxes being paid • Affidavit of Death & Heirship Form
Conveyance of Interest	<ul style="list-style-type: none"> • Copy of recorded deed wherein you conveyed and/or received your interest in property to another party • New Tax ID (IRS Form W-9)

