

WHAT IS REQUIRED TO TRANSFER INTEREST/OWNERSHIP IN A LEASE?

SITUATION

THE FOLLOWING DOCUMENTATION IS REQUIRED

NAME CHANGE - PERSONAL

Marriage	Copy of marriage certificate
Divorce	Copy of divorce decree reinstating maiden name or prior name, copy of final order/decreed showing distribution of assets and copies of any court-mandated conveyance documents
Legal Name Change	Court order evidencing name change
Appointment of Attorney-In-Fact	Copy of power of attorney
Appointment of Agent or Agency	Copy of agency agreement
Appointment of Legal Guardian	Copy of birth certificate or court order designation guardianship

SITUATION**THE FOLLOWING DOCUMENTATION IS REQUIRED**

Merger/Name
Change Certificate of merger and tax ID number

LLC Name
Change Certificate evidencing name change

PURCHASE/SALE OF INTEREST

Purchase of
Interest Recorded copy of conveyance evidencing acquisition of
property

Sale of Interest Recorded copy of conveyance evidencing sale of property

TRUSTS/PARTNERSHIP CHANGE

Trust or
Partnership is
Created Copy of recorded conveyance of interest to the Trustee
and/or Trust or Partnership and the Trust or Partnership
Agreement

SITUATION	THE FOLLOWING DOCUMENTATION IS REQUIRED
Change of Trustee - Death	Copy of recorded Instrument evidencing death of Trustee and appointment of Successor Trustee and a copy of the Trust Agreement
Change of Trustee - Resignation	Copy of recorded instruments evidencing Trustee resignation, appointment of Successor Trustee and a copy of Trust Agreement
Change of Trustee - Appointment (Original or Succession)	Copy of Trust Agreement or recorded Memorandum of Trust
Trust or Partnership is Terminated	Copy of Dissolution of Trust or copy of Partnership and Conveyance to beneficiary or partners

DEATH OF CO-OWNER

Joint Tenant (with Rights of Survivorship)	Certified copy of Death Certificate of deceased joint tenant
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SITUATION**THE FOLLOWING DOCUMENTATION IS REQUIRED**

Tenants by
Entirety

Certified copy of Death Certificate of deceased joint tenant

Life Tenant

Certified copy of Death Certificate of deceased life tenant,
recorded instrument creating the life estate, and names,
addresses and tax identification numbers of remaindermen

Tenant in
Common

Copies of pertinent "Death of Owner" documents described
immediately below for deceased tenant in common

DEATH OF OWNER - OWNER DIED WITH A WILL (TESTATE)

Probate
proceedings are
filed in the state
in which the
property is
located and are
currently
pending

Certified copy of Last Will and Testament, certified copy of
Order Admitting Will to Probate and certified copy of Letters
Testamentary

SITUATION**THE FOLLOWING DOCUMENTATION IS REQUIRED**

Probate

proceedings

were filed in the

state in which

property is

located and are

complete

Certified copy of Final Decree, Certificate of Transfer or other documentation evidencing final distribution of property by the court

Probate

proceedings

have not been

filed

Certified copy of Death Certificate, certified copy of the Last Will and Testament, and a copy of a properly executed and recorded Affidavit of Heirship signed or witnessed by an uninterested third party (not a family member)

DEATH OF OWNER - OWNER DIED WITHOUT A WILL (INTESTATE)

Probate

proceedings are

filed in the state

in which the

property is

located and are

Certified copy of Death Certificate and a certified copy of Administration Proceedings

SITUATION**THE FOLLOWING DOCUMENTATION IS REQUIRED**

currently

pending

Probate

proceedings

were filed in the

state in which

the property is

located and are

complete

Certified copy of Final Decree, Certificate of Transfer or other documentation evidencing final distribution of property by the court through laws of descent and distribution

Probate

proceedings

have not been

filed

Certified copy of Death Certificate and a copy of a property executed and recorded Affidavit of Heirship signed or witnessed by an uninterested third party (not a family member)