

# Documentation Requirements for Ownership Changes and Other Events



Please see below for documentation necessary to process changes in Ownership. If you have any questions, please contact our owner relations department at: [ownerrelations@frostwoodenergy.com](mailto:ownerrelations@frostwoodenergy.com).

	Situation	A copy of the following document(s) is required:
<b>Change of Address</b>	Address changes	Send your completed Change of Address Request form by any of the methods below: Email (request form must be scanned & include your signature) - Fax (must include signature) - Mail
<b>Name Change</b>	Due to Marriage, Divorce, etc.	- Change of Name form - Marriage Certificate or Certified Divorce Decree reinstating maiden name - Other official documentation affecting name change, i.e. Certified Court Order
	Company or Corporation	- Certificate of Name Change including Tax Identification Number
	Merger of Company or Corporation	- Certificate of Merger including Tax Identification Number
	Appointment of AIF (Attorney in Fact)	- Copy of AIF/Power of Attorney Document
<b>Sale of Interest</b>	Sale of an Interest	- Assignment/Conveyance filed of record in the County where the property is located
<b>Ownership Change Due to Divorce</b>	Owners divorce	- Recorded copy of final Divorce Decree including Settlement Agreement, <b>AND</b> , if appropriate, - Recorded Assignment/Conveyance
<b>Trusts/Partnerships</b>	Trust or Partnership is created	- Trust or Partnership Agreement, <b>AND</b> , if appropriate, - Recorded document conveying the interest in property to a Trustee of a Trust or Partnership (Conveyance MUST name Trustee)
	Trust or Partnership Is Terminated	- Dissolution of Trust or Partnership <b>AND</b> , if appropriate, - Recorded Conveyances to beneficiary
	Changes in Trustee	- Copy of Trust/Partnership Agreement, if not already in our files <b>OR</b> relevant pages of agreement (That name Trust, Trustee, and/or Successor Trustees) - Copy of Resignation of Trustee and Acceptance by Successor Trustee
<b>Estate Proceedings</b>	Owner died with a will (testate) & Probate proceedings are being conducted in the state where the property is located	- Death Certificate - Order Admitting Will to Probate in County of property - Letters Testamentary - Last Will and Testament - Evidence debts and taxes have been paid
	Owner died with a will (testate) & Probate Proceedings are being Conducted in a state OTHER than where the property is located	- Ancillary Probate Proceedings opened in state where property is located <b>OR</b> - If monetary threshold is not exceeded, follow instructions for intestate succession (see below). - Laws of Descent and Distribution will apply if an Affidavit of Heirship is used to distribute mineral interests. Please email our owner relations hotline to determine if the monetary threshold for distribution using an Affidavit of Heirship is exceeded.
	Owner died without a will (intestate) NOTE: Laws of Descent & Distribution will Apply	- Death Certificate - Letters of Administration (if applicable) - Affidavit of Heirship recorded in the County where the property is located and signed by disinterested third party - Executed W-9 for all heirs

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	Situation	A copy of the following document(s) is required:
Bankruptcy	Chapter 11	- Plan of Reorganization
	Chapter 7	- Order confirming the Plan of Reorganization - Recorded Conveyance (as appropriate) - Order naming Trustee of Bankruptcy Estate