



CHANGE OF ADDRESS FORM

Owner Number: _____ Phone Number: _____

Owner Name(s): _____

Email: _____

Old Address:

New Address:

Owner Signature & Title

Date

*Last 4 digits
 SSN/Tax ID*

For your security, we require you to complete all fields on the form above before we will make changes to your owner account. Please complete and return this form and any required documentation via the instructions below.

SITUATION	REQUIRED DOCUMENTATION
Name Change	<ul style="list-style-type: none"> ▪ Marriage Certificate, divorce decree or other documentation effecting name change ▪ New Tax ID Form W9
Name Change - Companies	<ul style="list-style-type: none"> ▪ Certificate of Merger, or name change ▪ New Tax ID Form W9
Interest Owner Death - Testate (with a will)	<ul style="list-style-type: none"> ▪ Death Certificate ▪ Copy of the will / order admitting will to probate in the county records where the property is located ▪ Letters Testamentary or Administration ▪ Evidence stating all taxes have been paid related to the estate ▪ Copy of trust documents if one was created through the will
Interest Owner Death - Intestate (without a will)	<ul style="list-style-type: none"> ▪ Death Certificate ▪ Evidence of all debts and taxes being paid ▪ Affidavit of Death & Heirship form
Conveyance of Interest	<ul style="list-style-type: none"> ▪ Copy of recorded instrument in which the interest was conveyed to a different party

MAIL:

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