



MARTINDALECONSULTANTSINC.

THE OIL & GAS CONSULTING COMPANY

Required Documents for Ownership Changes & Other Events

Change Requested	Type of Change	Supporting Documents
Name Change (please fill out an Address Update form & provide with one or more of the supporting documents)	Marriage, Divorce, Name Change	<ul style="list-style-type: none"> • Marriage Certificate • Certified divorce decree reinstating maiden name • Other official documentation on name change, i.e. certified court order
	Company or Corporation	<ul style="list-style-type: none"> • Certificate of Name Change including Tax Identification Number
	Merger of Company or Corporation	<ul style="list-style-type: none"> • Certificate of Merger including Tax Identification Number
	Appointment of Attorney in Fact	<ul style="list-style-type: none"> • Copy of Attorney-in-Fact or Power of Attorney Document
	Owner Divorce	<ul style="list-style-type: none"> • Recorded copy of final divorce decree including settlement agreement, and, if appropriate, • Recorded deed or assignment
Trusts/Partnerships	Creation of Trust or Partnership	<ul style="list-style-type: none"> • Trust or partnership agreement, and, if appropriate, • Recorded document conveying the interest to a trustee of trust or partnership (Conveyance must name Trust/Trustee)
	Termination of Trust or Partnership	<ul style="list-style-type: none"> • Dissolution of trust or partnership, and, if appropriate, • Recorded conveyances to beneficiary
	Change in Trustee	<ul style="list-style-type: none"> • Copy of trust or partnership agreement naming or appointing a successor trustee • Document appointing successor trustee
Estate Proceedings	Owner died with a will & probate proceedings are being conducted in state where the property is located	<ul style="list-style-type: none"> • Death Certificate • Order admitting Will to Probate in county of property • Letters Testamentary • Last Will and Testament • Final Decree of Distribution or Judgement of Possession in county of property
	Owner died with a will (testate) & probate proceedings are being conducted in a state <u>other than</u> where the property is located	<ul style="list-style-type: none"> • Ancillary Probate Proceedings opened in state where property is located
	Owner died without a Will. NOTE: Laws of Descent Distribution apply	<ul style="list-style-type: none"> • 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 • Name of heir(s), their address(es) and Tax Identification Number(s)



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Change Requested	Type of Change	Supporting Documents
Bankruptcy	Chapter 11	<ul style="list-style-type: none">• Plan of Reorganization
	Chapter 7	<ul style="list-style-type: none">• Order confirming the Plan of Reorganization• Recorded conveyance (as appropriate)• Order naming Trustee of Bankruptcy Estate
Transfer of Mineral Interests	Purchase/Sale	<ul style="list-style-type: none">• Recorded deed or assignment• Name of new owner(s), their address(es), and Tax Identification Number(s)