



Name Changes

Listed below are some of the more common situations resulting in name changes. The bolded heading describes the situation; the bullet point reflects document(s) required to effect the change. All changes can be submitted in writing or emailed to our owner relations address.

Name Changes – Personal/Legal

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 Agency:

- Copy of agency agreement

Appointment of Legal Guardian:

- Copy of birth certificate or court order designation guardianship

Name Change – Company/Corporate, LLC

Merger/Name Change:

- Certificate of merger and tax ID number

LLC Name Change:

- Certificate evidencing name change



Trusts/Partnership Change

Trust or Partnership Created:

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

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 the 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 partner