



## OWNER RELATIONS - REQUIRED DOCUMENTS

<b><u>Type of Change</u></b>	<b><u>Required Documentation</u></b>
Change of Name (Business)	<ul style="list-style-type: none"><li>- Certificate of Merger</li><li>- Certificate of Incorporation</li><li>- Other documents reflecting change of name</li><li>- Completed form W9</li></ul>
Change of Name (Individual)	<ul style="list-style-type: none"><li>-Marriage Certificate</li><li>- Divorce decree</li><li>- Other documents reflecting change of name</li><li>-Completed form W9</li></ul>
Death of Owner Testate (with a Will)	<ul style="list-style-type: none"><li>-Death Certificate</li><li>-Copy of the Will</li><li>-Order admitting Will to Probate (recorded in Deed Records Office of appropriate jurisdiction)</li><li>-Letters of Testamentary</li><li>-Tax Receipt evidencing taxes have been paid</li><li>-If Trust was created through the Will, a copy of New Trust document</li><li>-Documentation identifying the dissolution or distribution of any interests held in trust to the heirs</li><li>-Completed form W9</li></ul>
Death of Owner Intestate (without a Will)	<ul style="list-style-type: none"><li>-Death Certificate</li><li>-Tax Receipt evidencing taxes have been paid</li><li>-Administration proceedings if any or;</li><li>-Completed Affidavit of Heirship form</li><li>-Completed form W9</li></ul>
Interest Conveyance	<ul style="list-style-type: none"><li>-Copy of the Deed or applicable document showing the conveyance. <i>(Recorded in Deed Records Office of appropriate jurisdiction)</i></li><li>-Completed Form W9</li></ul>
All other requests or persons requiring additional information, please contact;	RoyaltyRelations@GHA-Group.com