

Requirements for Change of Ownership and Other Events

Address Change	Address Change	- Send by US Mail, email or fax a letter providing your Account #, old address and new address and last 4 digits of SSN or EIN.
Name Change	Due to Marriage, Divorce, etc.	- Provide Marriage Certificate or Certified Divorce Decree reinstating maiden name - other official document 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
Sale of Interest	Sale of an Interest	- Assignment/Conveyance filed of record in the County where the property or minerals are located.
Ownership Change Due to Divorce	Owners Divorce	- Recorded copy of final Divorce Decree including Settlement Agreement, AND, if - Recorded Assignment/Conveyance
	Trust or Partnership is created	- Trust or Partnership Agreement, AND, if appropriate, - Recorded document conveying the interest in property to a Trustee of a Trust or Partnership (Conveyance MUST name Trustee)
Trusts/Partnership	Trust or Partnership is Terminated	- Dissolution of Trust or Partnership AND, if appropriate, - Recorded Conveyance to beneficiary
	Changes in Trustee	- Copy of Trust/Partnership Agreement OR relevant pages of agreement that name the Trust, Trustee, and/or Successor Trustees) - Copy of Resignation of Trustee AND Acceptance by Successor Trustee
Estate Proceedings	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 where property/minerals are located - Letters Testamentary - Last Will and Testament - Final Decree of Distribution or Judgment of Possession in County where property/minerals are located
	Owner died with a Will (testate) & Probate proceedings are being conducted in a state other than Texas	- Ancillary Probate Proceedings opened in state where property is located OR - 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.
	Owner died without a Will (intestate) and laws of Descent & Distribution will apply	- Death Certificate - Letters of Administration (if applicable) - Affidavit of Heirship recorded in County where property/minerals located. Must be signed by disinterested 3rd party and notarized.

Phone: 713-581-8486
Email: ownerrelations@enpower-us.com