

*1307 South Boulder Ave Tulsa, OK 74119*

**NEW DOMINION, LLC**

**1307 SOUTH BOULDER AVENUE, SUITE 400**

**TULSA, OK 74119**

**PH: (918) 895-7434**

 **E-mail: OwnerRelations@NewDominion.net**

**IF YOU MOVE / ADDRESS CHANGE**

You should notify us in writing as soon as possible when your address changes. Please see the Owner tab with the form available to download. Please sign your letter and include your social security number or owner number (for verification purposes). For your protection, we will not accept address changes by telephone.

**SALE OF YOUR INTEREST**

For a full or partial conveyance of a mineral, royalty, overriding royalty or working interest, please furnish:

* A copy of the conveyance document recorded in the county & state where the property or properties are located.
* If an unrecorded copy is submitted, the interest will be suspended (unless otherwise requested) until we are provided with a recorded copy of the conveyance.

**NAME CHANGES**

When an individual’s name changes due to marriage, divorce, etc. please furnish:

* Copy of marriage certificate, divorce decree or other legal document effecting the name change.

When a company or corporation changes its name or mergers, please furnish:

* Copy of the Certificate of Name Change or Certificate of Merger.

**CHANGE OF OWNERSHIP DUE TO DIVORCE**

We will need a copy of the Final Divorce Decree and copies of the recorded conveyances which have been filed of record where the property or properties are located.

**TRUSTS**

* When a trust is created, New Dominion will require copy of the Trust Agreement or recorded Memorandum of Trust (filed in the county & state where the property or properties are located).
* Copy of the recorded conveyance into the trust filed in the county & state where the property or properties are located.

**WHEN AN OWNER DIES**

Title to real property owned by the deceased party passes one or two ways – either by testate succession or by intestate succession. Testate is with a probated last Will and Testament while intestate is without a Will or Will not probated. In the absence of a Will, or if the Will has not been probated in the State of Oklahoma (where the property is located), title to real property passes according to the Laws of Descent and Distribution for the State of Oklahoma, and not in the state of residence if it differs from the State of Oklahoma.

Please provide copies of the following documents as they become available from a District Court in the State of Oklahoma:

Death Certificate

Order Admitting Will to Probate

Letters Testamentary or Letters of Administration

Copy of Last Will and Testament

**Final Decree of Distribution filed of record in the county of Oklahoma where the property or properties are located.**

If the estate is minimal and no probate proceeding will be conducted, at times we are willing to accept a ***recorded*** Proof of Death and Heirship Affidavit; however, the **distribution is based on intestate heirship for Oklahoma and can differ from a Last Will and Testament left by the decedent.**Please contact our office concerning a Proof of Death and Heirship Affidavit**.**

**NOTE:** The State of Oklahoma does not accept probate from other states to transfer title to real property to Oklahoma. Ancillary probate is the only means of passing marketable title in accordance with the Will.

**Termination of Joint Tenancy upon death:** Please furnish a copy of the death certificate and the social security number of the new Owner. In Oklahoma, an affidavit of Surviving Joint Tenant should be filed of record in the county where the property is located and a copy provided to New Dominion, LLC.

**Life Tenancy:** May also be referred to as a Life Estate. When the Owner of a life estate dies, we will need a copy of the death certificate and the names, addresses and social security numbers of the persons who own the remainder and who succeed to the interest. In some instances, we will need further information, including the documents that originally created the life tenancy and named successors.

***Please be certain to provide the address and social security or Tax ID number for each party listed as an heir, joint tenant or successor. Please return a copy of this letter with the documentation. Once the documents are provided, we will be able to determine if additional information is required.***

**OTHER**

**Guardianships:**

* Owner is declared incompetent- please furnish Letters of Guardianship issued by the local court.
* Minor- Please furnish Letters of Guardianship issued by the local court. When a minor reaches legal age, we will need a copy of the birth certificate.

**Bankruptcy:**

* Copies of the court order appointing the Trustee, and if appropriate, the recorded conveyances and court order confirming any sales.

**PLEASE MAIL ALL DOCUMENTS TO: NEW DOMINION, LLC**

 **ATTN: DIVISION ORDER DEPARTMENT**

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