Dear Sir or Madam:

Before Territory Resources, LLC can process an ownership change, Territory Resources LLC will need to be provided with a copy of the documents requested below that specifically relate to the type of ownership change you are seeking to accomplish. Please send a copy of the necessary documentation because all documents sent regarding an ownership change will be retained by Territory Resources LLC. Further, unless specifically denoted with an “or”, Territory will need to be provided with all of the documentation listed under each category.

**Death of an Owner:**

Owner Died with a Will

 Probate has been filed in the state which property was located and is pending:

* Certified copy of Death Certificate
* Certified copy of Last Will and Testament
* Certified Copy of Order Admitting Will to Probate
* Copy of Letters of Testamentary

If Probate is complete:

* Certified copy of Death Certificate
* Certified copy of Last Will and Testament
* Certified copy of Final Decree
* Certificate of Transfer or other documentation evidencing final distribution of property by the court

Probate has not been filed:

* Certified copy of Death Certificate
* Certified copy of Last Will and Testament
* Copy of recorded Affidavit of Heirship

Owner Died without a Will

 Probate has been filed in the state which property was located and is pending:

* Certified copy of Death Certificate
* Certified Copy of Order Administration proceedings

If Probate is complete:

* Certified copy of Death Certificate
* Certified copy of Final Decree
* Certificate of Transfer or other documentation evidencing final distribution of property by the court

Probate has not been filed:

* Certified copy of Death Certificate
* Copy of recorded Affidavit of Heirship

Death of Co-Owner

 Joint Tenant (with Rights of Survivorship):

* Certified copy of Death Certificate of deceased joint tenant

Tenants by Entirety:

* Certified copy of Death Certificate of deceased joint tenant

Life Tenant:

* Certified copy of Death Certificate of deceased life tenant
* Copy of recorded instrument creating the life estate
* Address and tax identification numbers for remaindermen

**Trust/Partnership Change:**

Trust/Partnership is created:

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

Change of Trustee - Death

* Copy of recorded instrument evidencing death of Trustee and appointment of Successor Trustee
* Copy of Trust Agreement

Change of Trustee - Resignation

* Copy of recorded instruments evidencing Trustee resignation and appointment of Successor Trustee
* Copy of Trust Agreement

Change of Trustee – Appointment (Original or Succession)

* Copy of Trust Agreement
* Recorded Memorandum of Trust

Trust or Partnership is Terminated

* Copy of Dissolution of Trust; or
* Copy of Partnership and Conveyance to beneficiary or partners

**Purchase/Sale of Interest:**

Purchase of Interest:

* Recorded copy of conveyance evidencing acquisition of property

Sale of Interest:

* Recorded copy of conveyance evidencing sale of property

**Name Change:**

Personal:

 Marriage:

* Copy of marriage certificate

Divorce:

* Copy of divorce decree reinstating maiden name or prior name
* Copy of final order/decree showing distribution of assets
* 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 or Agency:

* Copy of agency agreement

Appointment of legal guardian:

* Copy of birth certificate, or
* Court order designating guardianship

Company/Corporate/LLC:

 Merger/Name Change:

* Certificate of merger and tax ID number

LLC Name Change:

* Certificate evidencing name change

If you should have any questions about an ownership transfer, please contact Owner Relations at: ownerrelations@territoryllc.com