



Change of Name or Ownership Request

Owner Number: _____ Date: _____

Owner Name(s): _____

Email: _____

Telephone Number: _____

Old Name/Address:

New Name/Address:

Owner Signature & Title (**Required**)

Date

SSN / Tax ID

*Second Owner Signature & Title (**Required – if applicable**)

Date

SSN / Tax ID

*** If more than one owner name appears on the account, all owners must sign.**

Requested Change Type

Required Documentation

Name Change (for Individuals)	<ul style="list-style-type: none"> • Copy of Marriage Certificate, Divorce Decree or other documentation effecting name change 	
Name Change (for Companies)	<ul style="list-style-type: none"> • Certificate of Merger or Name Change with executed W-9 Form 	
Interest Owner Death – Testate (with a will)	ESTATE PROBATED IN THE SAME COUNTY AS PROPERTY	ESTATE IS PROBATED IN COUNTY DIFFERENT THAN PROPERTY
	<ul style="list-style-type: none"> • Application to Admit Will to Probate • Copy of Will (and any codicils) • Order admitting Will to Probate • Letters Testamentary or Administration • Copy of Trust documents, if one was created through the Will • If Estate is closed evidence taxes/debts paid 	<ul style="list-style-type: none"> • Certified Copies of the following from Probate: Application to Admit Will to Probate Will (and any codicils) Order admitting Will to Probate Letters Testamentary or Administration • Copy of Trust documents, if one was created through the Will • If Estate is closed evidence taxes/debts paid.
Interest Owner Death – Intestate (without a will)	<ul style="list-style-type: none"> • Death Certificate (not to be recorded) • Affidavit of Death & Heirship filed with the County Clerk in the County where the property is located • Evidence of all debts and taxes being paid 	
Conveyance of Interest	<ul style="list-style-type: none"> • Copy of document of conveyance or assignment as recorded in county of property’s location 	

EMAIL: OwnerRelations@deltaoandg.com

MAIL: PO Box 387 Breckenridge, TX 76424

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