



## HHEX OWNERSHIP CHANGE

- In order to effectuate an ownership change, all changes must be received in writing and include the Tax Parcel Identification Number and, if necessary, a social security number for verification purposes.
- **HHEX Legal Policy:** Please note that the Legal Department does not furnish deed forms or assist in the drawing up of property conveyances.

The following is meant to be a guide for some common situations:

Situation	Required Document(s)
Address Change	<ul style="list-style-type: none"><li>• Change of Address Form.</li></ul>
Name Change — Individual	<ul style="list-style-type: none"><li>• Marriage Certificate,</li><li>• Divorce Decree, or</li><li>• Other Document Effectuating Name Change.</li></ul>
Name Change — Corporation	<ul style="list-style-type: none"><li>• Certificate of Merger or Name Change; and</li><li>• W9 w/ New Tax ID.</li></ul>
Interest Owner Death (Testate)	<ul style="list-style-type: none"><li>• Death Certificate;</li><li>• Obituary, If Any;</li><li>• Copy of Last Will and Testament;</li><li>• Copy of Court Order Admitting Last Will and Testament to Probate;</li><li>• Letters Testamentary;</li><li>• Evidence That Debts and Taxes Have Been Paid;</li><li>• Copy of Recorded Deed or Decree of Distribution; and</li><li>• Copy of Trust Document, If Applicable.</li></ul>
Interest Owner Death (Intestate)	<ul style="list-style-type: none"><li>• Death Certificate;</li><li>• Evidence That Debts and Taxes Have Been Paid; and</li><li>• Affidavit of Death &amp; Heirship Form.</li></ul>
Conveyance of Interest	<ul style="list-style-type: none"><li>• Recorded Deed.</li></ul>