

## OWNER RELATIONS REQUIRED DOCUMENTS



Type of Change

Required Documentation

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|--|---|
| <p>Change of Name (Business)</p>   | <ul style="list-style-type: none"> <li>-Certificate of Merger</li> <li>-Certificate of Incorporation</li> <li>-other documents reflecting change of name</li> <br/> <li>-Completed form W9</li> </ul>   |
| <p>Change of Name (Individual)</p>   | <ul style="list-style-type: none"> <li>-Marriage Certificate</li> <li>-Divorce decree</li> <li>-other documents reflecting change of name</li> <br/> <li>-Completed form W9</li> </ul>  |
| <p>Death of Owner Testate (with a Will)</p>  | <ul style="list-style-type: none"> <li>-Death Certificate</li> <li>-Copy of the Will</li> <li>-Order admitting Will to Probate (recorded in Deed Records Office of appropriate jurisdiction)</li> <li>-Letters of Testamentary</li> <li>-Tax Receipt evidencing taxes have been paid</li> <li>-If Trust was created through the Will, a copy of New Trust document</li> <li>-Completed form W9</li> </ul> |
| <p>Death of Owner Intestate (without a Will)</p>                                       | <ul style="list-style-type: none"> <li>-Death Certificate</li> <li>-Tax Receipt evidencing taxes have been paid</li> <li>-Administration proceedings if any or;</li> <li>-Completed Affidavit of Heirship form</li> <li>-Completed form W9</li> </ul>   |
| <p>Interest Conveyance</p>   | <p>Copy of the Deed or applicable document showing the conveyance. (recorded in Deed Records Office of appropriate jurisdiction)</p>  |
| <p>All other requests or persons requiring additional information, please contact;</p> | <p><a href="mailto:ownerrelations@petrobalusa.com">ownerrelations@petrobalusa.com</a> or 972-284-5120</p>   |