



## Client Account Ownership Change

Documents required to change client's ownership information.

Note: There is a fee of \$25.00 for all changes. Make your check payable to Waveland Capital Partners.

YOUR REQUEST	WHAT WE NEED FROM YOU
<b>NAME CHANGES</b>	
Due to marriage	<ul style="list-style-type: none"> <li>• Copy of Marriage Certificate</li> <li>• Signed Letter of Instruction (LOI)</li> <li>• Other document affecting name change, if applicable</li> </ul>
Due to divorce	<ul style="list-style-type: none"> <li>• Divorce Decree</li> <li>• Copy of document conveying title from the clerk in the county in which the interest is located</li> <li>• Signed Letter of Instruction (LOI)</li> <li>• Other document affecting name change</li> </ul>
To the name of a company or corporation	<ul style="list-style-type: none"> <li>• Certificate of Name Change valid in the state where the interest is located, including Tax ID number</li> <li>• Signed Letter of Instruction (LOI)</li> <li>• Corporate documents</li> </ul>
Due to a merger of a company or corporation	<ul style="list-style-type: none"> <li>• Certificate of Merger valid in the state where the interest is located including Tax ID number</li> <li>• Signed Letter of Instruction (LOI)</li> <li>• Corporate documents</li> </ul>
For appointment of Attorney-In-Fact	<ul style="list-style-type: none"> <li>• Copy of the Power of Attorney</li> </ul>
<b>TRUSTS/PARTNERSHIPS</b>	
Trust or Partnership is created	<ul style="list-style-type: none"> <li>• Trust or Partnership Agreement</li> <li>• Recorded document conveying the interest in a property to a Trust or Partnership (if applicable)</li> <li>• Signed Letter of Instruction (LOI)</li> </ul>
Trust or Partnership is terminated	<ul style="list-style-type: none"> <li>• Dissolution of Trust or Partnership</li> <li>• Recorded conveyances to beneficiary (if applicable)</li> <li>• Signed Letter of Instruction (LOI)</li> </ul>



Changes in Trustee	<ul style="list-style-type: none"> <li>Instrument whereby the successor trustee was appointed.</li> <li>Signed Letter of Instruction (LOI)</li> </ul>
<b>DEATH OF A JOINT TENANT</b>	<ul style="list-style-type: none"> <li>Copies of Death Certificate of Joint Tenant</li> <li>Signed Letter of Instruction (LOI)</li> </ul>
<b>ESTATE PROCEEDINGS</b>	
Owner died with a Will (testate) and probate proceedings were conducted in the state where the property is located	<ul style="list-style-type: none"> <li>Order Admitting Will to Probate</li> <li>Letters Testamentary</li> <li>Last Will and Testament</li> <li>Final Decree of Distribution or Judgment of Possession</li> <li>Copy of Death Certificate</li> <li>Signed Letter of Instruction (LOI)</li> </ul>
Owner died with a Will (testate) and probate proceedings were conducted in a state <b>other</b> than the state where the property is located	<ul style="list-style-type: none"> <li>Order Admitting Will To Probate</li> <li>Letters Testamentary</li> <li>Last Will and Testament</li> <li>Final Decree of Distribution or Judgment of Possession</li> <li>Documentation of ancillary probate proceedings opened in all affected states or Affidavit of Heirship</li> <li>Copy of Death Certificate</li> <li>Signed Letter of Instruction (LOI)</li> </ul>
Owner died without a Will (intestate) (state laws of descent and distribution will apply)	<ul style="list-style-type: none"> <li>Copy of Death Certificate</li> <li>Copy of Life Tenant's Death Certificate (if applicable)</li> <li>Names and addresses of remaindermen (if applicable)</li> <li>Letters of Administration</li> <li>Affidavit of Heirship</li> <li>Signed Letter of Instruction (LOI)</li> </ul>
<b>ALL OTHER INQUIRIES</b>	Contact Waveland Capital Partners or <a href="mailto:info@wavelandcp.com">info@wavelandcp.com</a> .