

Landowner Documentation Changes Form

DATE: _____ PROJECT: _____ AGREEMENT #: _____

TYPE OF CHANGE _____

CURRENT NAME _____ PHONE #: _____

NEW NAME (for landowner changes): _____

NEW PHONE #: _____

PARCEL #s: _____

EMAIL ADDRESS: _____

PROPERTY ADDRESS _____

MAILING ADDRESS (if different from property address) _____

EFFECTIVE DATE: _____

DOCUMENTATION REQUIRED

	Leaseholder Death	Land is Sold or Transferred	Change in Payment Split
Death Certificate	✓		
Agreement Regarding Payment Instructions			✓
Copy of Deed	✓	✓	
W-9	✓	✓	✓
Trust Agreement ¹	✓	✓	✓

¹ Required if payee is a non-revocable trust

Verify documents contain the following information prior to submission:

(A) Death Certificate: Verify document is signed and that the name matches the leaseholder

(B) Agreement Regarding Payment Directives: Verify name, address and correct splits.

(C) Copy of Deed: Deed is for property in question and is signed and dated

(D) W-9: Address is up to date and document is signed. Name on W-9 must match the name on the deed, trust, or Agreement Regarding Payment Instruction. Name printed on check will match name on W9.

(E) Trust Agreement: Signed by applicable trustees and dated