



## Ownership Changes

Please find below information regarding documentation required for ownership changes. All documents provided must be recorded in the county where the property is located. In addition, new payees are required to submit a completed [IRS Form W-9](#) with evidence of a valid SSN or TIN. All documents listed should be directed to the Ascent Land Administration Department at the following:

Attn: Land Administration Dept.  
P.O. Box 14818  
Oklahoma City, OK 73113

Or

[OwnerRelations@ascentresources.com](mailto:OwnerRelations@ascentresources.com)

## Name Changes

### Personal:

- Copy of Marriage Certificate, complete Divorce Decree or recorded document supporting name change

### Company:

- Certificate of Name Change

### Merger:

- Certificate of Merger

---

## Trust or Partnership Changes

### Creation of a Trust or Partnership:

- Trust or Partnership Agreement and subsequent Amendments
- Recorded conveyance(s) to the Trust or Partnership



### Termination of a Trust or Partnership:

- Trust or Partnership Agreement and subsequent Amendments
- Dissolution of Trust or Partnership
- Recorded conveyance(s) to beneficiaries or partners

### Change of Trustee:

- Due to Death
  - Certificate of Death of current Trustee and document appointing Successor Trustee(s)
  - Trust Agreement and subsequent Amendments
- Due to Resignation
  - Recorded document stating resignation of current Trustee and appointment of Successor Trustee(s)
  - Trust Agreement and subsequent Amendments

---

### Death of Owner

Owner died with a Will (Testate) and Estate has been probated in state where property is located:

- Certificate of Death for Owner
- Copy of Last Will and Testament
- Order Admitting Will to Probate
- Letters of Testamentary
- Evidence of debt and taxes being paid
- Final Decree and/or Certificate of Transfer



Owner died with a Will (Testate) and Estate will not be probated:

- Certificate of Death for Owner
- Copy of Last Will and Testament
- An [Affidavit of Heirship](#) properly completed and notarized. It should be **executed by one disinterested party** and recorded in the county where this property is located.

Owner died without a Will (Intestate) and the Estate has been administrated (Laws of Descent and Distribution will apply as relevant):

- Certificate of Death for Owner
- Certified copy of administration of proceedings
- Evidence of debt and taxes being paid
- Final Decree and/or Certificate of Transfer

Owner died without a Will (Intestate) and no administration will occur:

- Certificate of Death for Owner
- An [Affidavit of Heirship](#) properly completed and notarized. It should be **executed by one disinterested party** and recorded in the county where this property is located.

Owner having a life estate dies:

- Certificate of Death for Owner
- Copy of Deed creating Life Estate
- Name(s), Address(es) and Tax ID number(s) for Remainderman/Remaindermen

Joint Tenancy ownership and one tenant dies:

- Certificate of Death for Owner
  - Copy of Deed creating Joint Tenancy
  - Recorded Affidavit of Surviving Spouse or Joint Survivor
-



### Sale of Interest

- Conveyance filed of record in the county in which the property is located

### Appointments of Attorney-in-Fact or Agent

- Copy of Power of Attorney
- Copy of Agency Agreement