



## Ownership Change

If there has been a change in ownership, please use the below guide to submit the necessary paperwork needed to transfer an interest to a new owner. After we have received the requested documents, we will confirm with you that the change in ownership has occurred or request additional documentation. For your convenience, a blank W9 form is provided in the Owners Resources page of our website. Please note that documents will not be returned, so please only send copies of recorded documents. You may send all documents to the following mailing address:

Alchemist Energy, LLC  
ATTN: Land Department  
511 E. John Carpenter Freeway, Suite 300  
Irving, Texas, 75062

Or by email at [Land@alchemist.energy](mailto:Land@alchemist.energy)

If you do not see your particular situation listed below or have any questions related to these instructions please email [Land@alchemist.energy](mailto:Land@alchemist.energy)

### **Name Changes**

1. *An individual's name changes due to marriage or divorce:*
  - a. Copy of Marriage Certificate or Divorce Decree reinstating maiden name change or other documents affecting name change
2. *Company or corporation changes its name:*
  - a. Certificate of Name Change including Tax ID
3. *Company or corporation's name change due to a merger:*
  - a. Certificate of Merger including Tax ID
4. *Appointment of Attorney-in-Fact:*
  - a. Copy of Power of Attorney
5. *Appointment of Agent or Agency:*
  - a. Copy of Power of Attorney
6. *Appointment of Legal Guardian:*
  - a. Copy of birth certificate or court order designation guardianship
7. *Legal Name Change:*
  - a. Court Order evidencing name change
8. *Appointment of Attorney-in-Fact:*
  - a. Copy of Power of Attorney

## **Trust/Partnership Change**

1. ***Trust or Partnership is created:***
  - a. Trust or Partnership Agreement
2. If appropriate, recorded document conveying the interest in a property to a Trust or Partnership
  - a. ***Trust or Partnership is terminated:***
3. Dissolution of Trust or Partnership
  - a. Recorded conveyances to beneficiary
4. ***Changes in Trustee:***
  - a. Recorded instrument whereby the successor trustee was appointed

## **Death of Owner**

1. ***Owner died with a Will and probate proceedings are to be conducted in the state where the property is located:***
  - a. Copy of Death Certificate
  - b. Certified copy of the Last Will & Testament recorded in the county where the property is located
  - c. Order admitting Will to Probate
  - d. Letters Testamentary
2. ***Owner died without a Will (intestate) and the Estate is under administration (Laws of Descent and Distribution will apply as relevant):***
  - a. Copy of Death Certificate
  - b. Certified copy of the administration proceedings
3. ***Owner died without a Will (intestate) and no administration will be had, or with a Will which will not be probated:***
  - a. Copy of Death Certificate
  - b. An Affidavit of Heirship properly completed and notarized. It should be executed by two disinterested parties (non-family members) and recorded in the county where this property is located.
4. ***Owner having a life estate dies:***
  - a. Copy of Death Certificate
  - b. Recorded instrument creating life estate
  - c. The remaindermen addresses and completed W9 forms.
5. ***Interest is owned by Joint Tenancy and one dies:***
  - a. Copy of Death Certificate of joint tenant

## **Purchase/Sale of Interest**

1. *Sale of an interest:*
  - a. Conveyance filed of record in the county/parish in which the property is located
2. *Purchase of an interest:*
  - Conveyance evidencing acquisition of property filed of record in the county/parish in which the property is located