



OWNERSHIP CHANGE

In order to effectuate an ownership change, all changes must be received in writing and include the Tax Parcel Identification Number and, if necessary, a social security number for verification purposes.

Olympus Legal Policy: Please note that the Legal Department does not furnish deed forms or assist in the drawing up of property conveyances.

The following is meant to be a guide for some common situations:

SITUATION	REQUIRED DOCUMENTS
ADDRESS CHANGE	Change of Address Form
NAME CHANGE - INDIVIDUAL	Marriage Certificate, Divorce Decree, or Other Document Effectuating Name Change
NAME CHANGE - CORPORATION	Certificate of Merger or Name Change; and W9 w/ New Tax ID
INTEREST OWNER DEATH (TESTATE)	Death Certificate; Obituary, if any; Copy of Last Will and Testament; Copy of Court Order Admitting Last Will and Testament to Probate; Letters Testamentary; Evidence that debts and taxes have been paid; Copy of Recorded Deed or Decree of Distribution; and Copy of Trust Document, if applicable
INTEREST OWNER DEATH (INTESTATE)	Death Certificate; Evidence that debts and taxes have been paid; and Affidavit of Death and Heirship Form
CONVEYANCE OF INTEREST	Recorded Deed