

INSTRUCTIONS FOR CHANGE OF OWNERSHIP AFTER OWNER'S DEATH (PROBATED WILL)

It is our understanding that you are in process of or have already probated the Estate. In order to make the appropriate changes to our records, Paradigm Twenty will need copies of the following documents as recorded in the county where the affected property/well is located:

- **Final Decree of Distribution, Determination of Heirship, Certificate of Transfer, or Judgment of Possession (if applicable)**

OR (all of the following):

- **Last Will and Testament**
- **Death Certificate (copy will be sufficient)**
- **Letters Testamentary**
- **Order Admitting will to Probate / Final Probate Order**
- **Recorded Deed to beneficiaries or trust (if applicable)**

If the Will was NOT probated in the County/State where the property/well is located, please provide copies of the Ancillary Probate Proceedings as recorded in the County/State where the property/well is located. Please note that many states do not accept foreign probate. You may wish to contact an attorney to ensure adherence to the applicable standards.

Please furnish the Names, Addresses, Social Security / Federal Tax Identification Numbers for each heir or beneficiary.

If probate proceedings are not going to be initiated, an Affidavit of Heirship as recorded in the county/state where the property is located will be required in order to amend our records.

When available, please forward all the necessary documents to:

Paradigm Twenty
Attn: Division Order Department
3910 West 6th Avenue #282
Stillwater, OK 74074
Email: contactus@paradigm20.com

If you have any questions, you may contact us by email at: contactus@paradigm20.com

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