

## TRANSFER REQUIREMENTS

Our general policy requirements are as follows:

- ❖ Changes in payment of proceeds must be accomplished by providing El Paso a conveyance document (such as a deed or assignment).
  - » Supporting document(s) granting authority to an Agent or Attorney-In-Fact must be provided.
  - » If the document is being acquired/transferred by Guardian of a minor child/person, provide a copy of the document appointing the Guardian along with court order authorizing the sale of the property (*certain restrictions apply to minors*).
- ❖ Conveyance document must be recorded in the County/Parish where the properties are located; copy provided must contain a legible registry number and/or book/volume and page. All signatures must be signed in the presence of and acknowledged by a Notary Public.
- ❖ The legal descriptions must correctly describe the properties being conveyed.
- ❖ The effective date must be listed if different from the document date; all dates must be legible.
- ❖ If transfer is to be made to a trust, trust agreements must be accompanied by a recorded conveyance document from the trustor to the trust, which conveyance clearly describes the property being transferred to the trust.
  - » Copies of the pertinent pages of the trust agreement giving the Trustee the authority to convey the property (*from the trustee*) to the beneficiary(ies) or *purchaser (if sale occurred)* must be provided
- ❖ Divorce Decree must be accompanied by a recorded conveyance document covering the property.
- ❖ Individual Name Changes must be accompanied by supporting legal documents (i.e. Marriage Certificate).
- ❖ Certificates of Merger, Dissolution of Partnership or appropriate documentation required for changes in business name.
- ❖ Current mailing addresses and Tax ID/Social Security Number must be provided for all new owners.