



GUIDELINES FOR CHANGE OF OWNERSHIP

Changes to Future Ownership:

- Complete the Land Trust Amendment & Restatement form (Amendment).
- The Amendment removes all existing language, so new language should be completed in full.
- Include type of joint ownership (if applicable) for current beneficiaries and contingent beneficiaries.
- The amendment form **is not** recorded.

**The Amendment should also be used to modify vested interest between existing owners.
Ex.: Owners remain the same, but changing from Tenants in Common to Joint Tenants.**

Changes to Current Ownership:

- Complete the Assignment form in its entirety. Each assignee must complete all information requested in section two. Attach additional pages if necessary.
- If assignee is not a current owner, a copy of the government issued photo ID must be provided.
- If the Assignment is exempt from transfer tax, the exempt stamp at the bottom of page two **must be** executed.
- If the Assignment is subject to transfer tax, complete the Facsimile Assignment of Beneficial Interest (Facsimile) for recording. The Assignment form containing private information **is not** recorded.

To change both the current and future ownership, complete both the Assignment and Amendment forms.