



Agent/POA/Guardian Document Checklist

Special Non-Owner Relationships

Interest Handled by an Agent

- Copy of Agency Agreement

Power of Attorney (POA)

- Copy of the notarized Power of Attorney
- Change of Address Form (only if address has changed)

Conservatorship

- Copy of the Court Order appointing the Conservator
- Change of Address Form (only if address has changed)

Guardianship

- Copy of the Court Order or legal document creating the guardianship

NOTE: Documents need not be filed where the property is located, and tax forms applicable to all ownership changes are required. Additionally, an updated Owner Contact Form is required when applicable.