



555 17<sup>th</sup> Street, Suite 3700  
 Denver, CO 80202  
 (303) 312-8556

**CHANGE OF ADDRESS FORM**

Owner Number(s): \_\_\_\_\_ Last 4 Digits of Tax ID/SSN: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Name(s): \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Old Address:** \_\_\_\_\_ **New Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reason for Request: (If property was sold, please provide a copy of the deed or county recording number.)  
 \_\_\_\_\_

\_\_\_\_\_  
*Owner Signature & Title (Required)* *Date*

For security purposes, all fields above are required and need to be completed for changes to be made to the referenced account. Please complete and return this form with any required documentation per the below mailing instructions.

SITUATION	REQUIRED DOCUMENTATION
Name Change	<ul style="list-style-type: none"> <li>• Marriage Certificate, Divorce Decree or other legal documents pertaining to the name change</li> </ul>
Name Change - Companies	<ul style="list-style-type: none"> <li>• Certificate of Merger or Name Change</li> <li>• New Tax ID Form W-9</li> </ul>
Interest Owner Death - Testate (with a will) or Intestate (without a will)	<ul style="list-style-type: none"> <li>• Copy of Death Certificate</li> <li>• Copy of the Will / Order Admitting Will to Probate recorded in the county records where the Property is located</li> <li>• Letters Testamentary or Administration</li> <li>• Evidence of all estate debts and taxes being paid</li> <li>• Copy of trust documents if one was created through the Will</li> <li>• Recorded Distribution Deed covering the Property</li> </ul>
Termination of Joint Tenancy or Life Estate	<ul style="list-style-type: none"> <li>• Copy of Death Certificate for the deceased Joint Tenant or Life Tenant</li> </ul>
Conveyance of Interest	<ul style="list-style-type: none"> <li>• Copy of instrument in which the interest was conveyed to a different party recorded in the county records where the Property is located</li> </ul>

**MAIL:**  
 Civitas Resources, Inc.  
 555 17th Street, Suite 3700  
 Denver, CO 80202

**EMAIL:**  
 do@civiresources.com

\*Civitas Resources, Inc. is the parent company of Bonanza Creek Energy Operating Company, LLC, Extraction Oil and Gas, LLC, HighPoint Operating Corporation, Crestone Peak Resources and Civitas Permian Operating, LLC.