

INSTRUCTIONS FOR COMPLETING OWNERSHIP AGREEMENT

1. The full name of the new owner should be filled in the blank space following the words, "shall be".
2. If a married woman is named, her full given name should be used. For example, "Mary Doe," not "Mrs. John F. Doe".
3. If a trustee is designated, the date of the trust must be stated and the request must be signed by the trustee or an authorized officer acting in behalf of the trustee.

INSTRUCTIONS FOR SIGNING REQUEST

WHO MUST SIGN – PRESENT OWNERS: This request must be signed by the person or persons who under the terms of the contract have rights of ownership. The spouse of the Owner must also sign this request, if the Owner resides in a Community Property State (Community Property States are AZ, CA, ID, LA, NM, NV, TX, WA and WI).

HOW TO SIGN – PRESENT OWNERS: This request must be dated and all required signatures must be written in ink, using full legal names. If this request is signed by **(1) Corporation:** The signature of one officer followed by the officer's title is required. The request must be submitted on a piece of corporate letterhead or paper with the corporate seal signed by that officer, **(2) Partnership:** The full name of the partnership should be written followed by the signatures of all partners, **(3) Trust:** If the contract is owned by or assigned to a Trust, current Trustee(s) signatures are required as instructed by the trust agreement. A copy of the first and last page of the Trust should accompany this request, **(4) If a Power of Attorney** signs this request a Power of Attorney document must accompany this request.

SIGNATURES OF NEW OWNERS: This request must be signed by the new Owner or Owners in the space provided and the proper address should be stated.