

A transfer requires either the Title Transfer Form or a Letter of Instruction (LOI) signed by all current legal titleholder(s) and all new legal titleholder(s), with all signatures Medallion Signature Guaranteed.

For the new titleholder(s), we require the social security or tax ID number, the registration type, the Broker/Dealer and Representative's name and address (and distribution address if different from the mailing address). If there is a power-of-attorney (POA) involved, a copy of the (POA) should be enclosed.

In addition, the following requirements may also be applicable if the transfer is to one of the following registration types:

- **CORPORATIONS** require Corporate Resolution indicating authorized signers
- **TRUSTS** require pages of trust showing name of trust, date of trust, name of trustee(s) and trustee(s) signature
- **PARTNERSHIPS** require a copy of the Partnership Agreement
- **MINORS REACHING MAJORITY** from UGMA require a copy of the birth certificate
- **GUARDIANSHIPS** require a court document authorizing guardianship
- **PROFIT SHARING PLANS/PENSION PLANS** require pages of the plan showing name of plan, name of trustee(s) and trustee(s) signature

**Documents for transfers due to death:**

- Death Certificate (certified or photocopy)
- Certified Letters of Testamentary (sometimes called Court Appointment or Letters of Administration, cannot accept photocopy) must be dated with 90 days of our receipt
- Small Estate Affidavit (in lieu of Letters of Testamentary) required if estate did not go through probate, signed by beneficiary with Medallion Signature Guarantee

In addition, other requirements may also be applicable if the transfer is from or to the following registration types:

- **FROM INDIVIDUAL TO ESTATE:** Death Certificate, Certified Letters of Testamentary, Title Transfer Form or Letter of Instruction signed by the executor with Medallion Signature Guarantee
- **FROM INDIVIDUAL TO INDIVIDUAL:** Death Certificate, Certified Letters of Testamentary, Title Transfer Form or Letter of Instruction signed by the executor and assignee(s) with Medallion Signature Guarantee
- **FROM JOINT TENANTS TO SURVIVING TENANT:** Death Certificate and Title Transfer Form or Letter of Instruction signed by surviving tenant (Medallion Signature Guarantee is not required)
- **FROM TENANTS IN COMMON OR COMMUNITY PROPERTY TO INDIVIDUAL:** Death Certificate, Certified Letters of Testamentary, Title Transfer Form or Letter of Instruction signed by executor and assignee(s) with Medallion Signature Guarantee
- **FROM TRUST (IF TRUSTEE IS DECEASED):** Death Certificate, copies of pages from trust document that name successor trustee(s), Title transfer Form or Letter of Instruction signed by successor trustee(s) and assignee(s) with Medallion Signature Guarantee
- **FROM INDIVIDUAL TO TESTAMENTARY TRUST:** Death Certificate, copies of pages from the will that detail how it should be transferred to trust in the event of death, Title Transfer Form or Letter of Instruction signed by trustee(s) with Medallion Signature Guarantee
- **FROM INDIVIDUAL TO TOD REGISTRATION:** Completion of TOD form with Medallion Signature Guarantee *(For non-qualified investments only)*

**CUSTODIAL ACCOUNTS (i.e., IRA, etc.)** Any changes to custodial accounts must come from the trustee/custodian; therefore the trustee/custodian must be notified in case of death, divorce, etc. A Letter of Instruction is required from an authorized trust officer of the trustee/custodian with Medallion Signature Guarantee.

All transfer paperwork should be mailed to the transfer agent:

W. P. Carey & Co. LLC, c/o Phoenix Transfer, Inc., 2401 Kerner Boulevard, San Rafael, CA 94901 (888) 241-3737