

**CHANGE OF ADDRESS** - *Please print out this form, fill in the requested information and return to the Division Order Department by one of the following methods:*

**By Mail:**

Valence Operating Company  
Attn: Division Order Department  
600 Rockmead Dr., Suite 200  
Kingwood TX 77339

**By Fax:**

(832) 644-7133

**By Email:**

ownerrelations@valenceoperating.com

\_\_\_\_\_  
Owner/Company Name

\_\_\_\_\_  
Owner No.

This form is being submitted to inform you of my/our new mailing address. To assist you in this process, please note the following:

**OLD ADDRESS:** (Address currently reflected on our records)

Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SSN/Tax ID No.:

\_\_\_\_\_

**NEW ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*\*Include Apartment Number,  
if applicable*

Phone (Home/Office):

\_\_\_\_\_

Phone (Cell):

\_\_\_\_\_

Email address:

\_\_\_\_\_

Fax Number:

\_\_\_\_\_

Email Address

\_\_\_\_\_

**VERIFIED:** *(Please Sign Below)*

\_\_\_\_\_  
Signature of Owner/Representative

*\*Full Name*

\_\_\_\_\_  
(PRINT) Name of Owner/Representative

\_\_\_\_\_  
Date