



**MetroMarke, LLC**  
**DISTRIBUTION AUTHORIZATION CHANGE FORM**

This is a letter of instructions to change only where monthly distribution checks are sent. This letter will not change how title to units are held. If title to units are held as Joint Tenants, both parties must sign. You may request checks to be made payable and mailed to a financial institution of your choice.

Partnership Name(s):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Use separate page for additional partnerships.

Please make checks payable to: \_\_\_\_\_

Account Number: \_\_\_\_\_

Distribution Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
City                      State                      Zip Code

\_\_\_\_\_  
Telephone Number

Mail to: MetroMarke, LLC                      or                      Fax to: (972) 994-0369  
Attn: or Client Services  
1901 N. Central Expwy, Ste #300  
Richardson, TX 75080