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ENTITY REQUIREMENTS Limited Liability Company (LLC)

Required Documents

Description

Certificate of Good Standing/Active Status – No more than 90 days old
OR Annual Report – Filed within a year

This verifies that the buying entity has paid its taxes and renewal fees to the state and is still recognized by the state as its own legal entity.

Articles of Organization – Filed/
Stamped with Secretary of State

This document is the initial company filing with the State in order to become a limited liability company.

Operating Agreement / Member
Control Agreement

This document is a break-down of how the company is run, whom is authorized to sign, percentage shares in LLC and an expansion of legal protections offered by LLC.

Real Estate Signing Resolution

Agreement between the entity and signatory granting the authorized signatory the ability to sign electronically.

Verification of Ownership Interest

Identifies all parties who have an ownership interest in the company in addition to the percent of ownership.

Multiple Name Verification

Identifies any and all name variations which may be present in your entity documents and which may have been used in other business ventures.

Amendments and Resolutions
(If Applicable)

This document is normally used to identify any changes made to the initial management and/or ownership of the entity.

Entity Documents For All Affiliated
Entities

We will also need entity documents for companies, which are affiliated in any way to the purchasing entity.

QUESTIONS? Please call (800) 320-3226



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ENTITY REQUIREMENTS Corporations

Required Documents

Description

Certificate of Good Standing/Active Status – No more than 90 days old
OR Annual Report – Filed within a year

This verifies that the buying entity has paid its taxes and renewal fees to the state and is still recognized by the state as its own legal entity.

Articles of Incorporation – Filed/
Stamped with Secretary of State

This document is the initial company filing with the State in order to become a corporation.

Bylaws

This document is a break-down of how the company is run, responsibilities of the various officers and how the Board of Directors makes decisions.

List of Corporate Officers
and Directors

Clearly explains who the officers of the company are and who make up the Board of Directors.

Real Estate Signing Resolution

Agreement between the entity and signatory granting the authorized signatory the ability to sign electronically.

Verification of Ownership Interest

Identifies all parties who have an ownership interest in the company in addition to the percent of ownership.

Multiple Name Verification

Identifies any and all name variations which may be present in your entity documents and which may have been used in other business ventures.

Amendments and Resolutions
(If Applicable)

This document is normally used to identify any changes made to the initial management and/or ownership of the entity.

Entity Documents For All Affiliated
Entities

We will also need entity documents for companies, which are affiliated in any way to the purchasing entity.

QUESTIONS? Please call (800) 320-3226



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ENTITY REQUIREMENTS **Limited Partnership (LP)**

Required Documents

Description

Certificate of Good Standing / Active Status – No more than 30 days old

This verifies that the buying entity has paid its taxes and renewal fees to the state and is still recognized by the state as its own legal entity.

Certificate of Limited Partnership – Filed/Stamped with Secretary of State

This document is the initial company filing with the State in order to become a limited partnership.

Limited Partnership Agreement

This document is a break-down of how the company is run, who is authorized to sign and percent shares in LP.

Real Estate Signing Resolution

Agreement between the entity and signatory granting the authorized signatory the ability to sign electronically.

Verification of Ownership Interest

Identifies all parties who have an ownership interest in the company in addition to the percent of ownership.

Multiple Name Verification

Identifies any and all name variations which may be present in your entity documents and which may have been used in other business ventures.

Entity Documents For All Partners

We will also need entity documents for companies that are Limited Partners and General Partners of the Partnership.

QUESTIONS? Please call (800) 320-3226



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ENTITY REQUIREMENTS Trust

Required Documents

Description

Certification of Trust – Signed and Notarized **OR** Declaration of Trust – Signed and Notarized **OR** Trust Agreement – Signed and Notarized

This document is a summarized statement indicating who the current Trustee(s) are and the powers delegated to them. Not acceptable unless notarized.

List of Beneficiaries

If this information is not contained in the Certification of trust, Declaration of Trust or the Trust Agreement, we will need a list.

Amendments to Certification of Trust / Declaration of Trust / Trust Agreement (If Applicable) – Signed and Notarized

This document is normally used as an addendum to the initial Declaration of Trust when a change is made. Not acceptable unless notarized.

Real Estate Signing Resolution

Agreement between the entity and signatory granting the authorized signatory the ability to sign electronically.

Multiple Name Verification

Identifies any and all name variations which may be present in your entity documents and which may have been used in other business ventures.

Entity Documents For All affiliated Entities

We will also need entity documents for companies which have a beneficial interest in the trust.

QUESTIONS? Please call (800) 320-3226



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ENTITY REQUIREMENTS

401K

Required Documents

Description

Adoption Agreement

The adoption agreement reflects specific choices made by the employer for the plan, including eligibility requirements, the types and amounts of contributions allowed, the allocation method for employer contributions, the vesting schedule applicable to employer contributions, and the distribution options. The adoption agreement is not the complete plan document and must be accompanied by a basic plan document, which provides in-depth details of how the plan should operate.

Plan Summary

The Employee Retirement Income Security Act (ERISA) requires plan administrators to give to participants and beneficiaries a Summary Plan Description (SPD) describing their rights, benefits, and responsibilities under the plan in understandable language.

Corporate Resolution Authorizing Signatory for Purchase

Officer or representative vested (explicitly, implicitly, or through conduct) with the powers to commit the authorizing organization to a binding agreement.

Multiple Name Verification

Identifies any and all name variations which may be present in your entity documents and which may have been used in other business ventures.

Entity Documents For Plan Sponsor (If applicable)

Please refer to Entity requirements for LLC's and Inc's.

QUESTIONS? Please call (800) 320-3226



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ENTITY REQUIREMENTS

General Partnership (GP)

Required Documents

Description

Certificate of Good Standing / Active Status – No more than 30 days old

This verifies that the buying entity has paid its taxes and renewal fees to the state and is still recognized by the state as its own legal entity.

Statement of Partnership – Filed/Stamped with Secretary of State

Agreement between the entity and signatory granting the authorized signatory the ability to sign electronically.

Amendments and Resolutions (If Applicable)

This document is normally used to identify any changes made to the initial management and/or ownership of the entity.

Partnership Agreement

This document is a break-down of how the company is run, who is authorized to sign and percent shares in GP.

Real Estate Signing Resolution

Agreement between the entity and signatory granting the authorized signatory the ability to sign electronically.

Verification of Ownership Interest

Identifies all parties who have an ownership interest in the company in addition to the percent of ownership.

Multiple Name Verification

Identifies any and all name variations which may be present in your entity documents and which may have been used in other business ventures.

QUESTIONS? Please call (800) 320-3226



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ENTITY REQUIREMENTS

Individual Retirement Account (IRA)

Required Documents

Description

IRA Statement

This verifies that the beneficiary has an account with the Custodial Company.

Real Estate Investment Form/Direction of Investment Form

This is a Property Specific form with information vital to processing your self-directed investment request.

IRA Account Application

This is the form you filled out to establish your IRA.

Articles of Organization from Custodial Company – Filed/Stamped with Secretary of State

This document is the initial company filing with the State in order to become a limited liability company.

Corporate Resolution Authorizing Signatory for Purchase

This is a document that authorizes the signer for purchase of real estate.

Custodial Company Instructions for Investing in Real Estate – Showing Vesting Name

This is a booklet/guide provided by the Trust Company with information on processing.

Real Estate Signing Resolution

Agreement between the entity and signatory granting the authorized signatory the ability to sign electronically.

Multiple Name Verification

Identifies any and all name variations which may be present in your entity documents and which may have been used in other business ventures.

QUESTIONS? Please call (800) 320-3226



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ENTITY REQUIREMENTS

Limited Liability Limited Partnership (LLLP)

Required Documents

Description

Certificate of Good Standing / Active Status – No more than 30 days old

This verifies that the buying entity has paid its taxes and renewal fees to the state and is still recognized by the state as its own legal entity.

Partnership Registration – Filed/Stamped with Secretary of State

This document is the initial company filing with the State in order to become a limited liability limited partnership.

Amendments and Resolutions (If Applicable)

This document is normally used to identify any changes made to the initial management and/or ownership of the entity.

Partnership Agreement

This document is a break-down of how the company is run, who is authorized to sign and percent shares in GP.

Real Estate Signing Resolution

Agreement between the entity and signatory granting the authorized signatory the ability to sign electronically.

Verification of Ownership Interest

Identifies all parties who have an ownership interest in the company in addition to the percent of ownership.

Multiple Name Verification

Identifies any and all name variations which may be present in your entity documents and which may have been used in other business ventures.

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ENTITY REQUIREMENTS

Pension Plan

Required Documents

Description

Articles of Organization – Filed/
Stamped with Secretary of State

This document is the initial company filing with the State in order to become a limited liability company.

Pension Plan OR Trust Agreement
OR Management Document –
Signed and Notarized

This document describes the benefits provided through the plan.

Real Estate Signing Resolution

Agreement between the entity and signatory granting the authorized signatory the ability to sign electronically.

Multiple Name Verification

Identifies any and all name variations which may be present in your entity documents and which may have been used in other business ventures.

Please note, we cannot accept electronically or digitally signed documents. Also, additional entity documents may be requested in order to complete your transaction. If your entity type is not listed above, please contact us regarding the required entity documents.

QUESTIONS? Please call (800) 320-3226