



Closing Made Easy

ENTITY DOCUMENTATION

What is required prior to closing.

If title to a property is held in anything other than an individual name, there will be additional documentation required in order to verify who is authorized to sign. If you hold title or will be taking title in one of the following, please provide the documentation listed to your Real Estate Professional, title company or escrow officer in order to expedite your transaction:

Corporation:

1. Articles of Incorporation.
2. By-Laws.
3. Resolution to sell or borrow (required to purchase).
4. Certification of Good Standing from Secretary of State

(Signatures must have two (2) Corporate Officers: President or Vice-President and Secretary or Treasurer. Less than two signatures will Require a Corporate Resolution authorizing a single signature.)

Limited Liability Company:

1. Full copy of Operating Agreement and all amendments.
2. LLC-1 Filed with Secretary of State.
(if outside California, proof that LLC is authorized to do business in CA)

General Partnership:

1. Full copy of Partnership and all amendments
2. Certified copy of GP-1 filed with Secretary of State to be recorded
(if outside California, certified copy of the Statement of Partnership Authority filed in another State, should be filed with California Secretary of State and a certified copy submitted for recording.)

Limited Partnership:

1. Full copy of Partnership Agreements and all amendments.
2. Certified copy of LP-1 filed with Secretary of State to be recorded
(if outside California, please provide equivalent and a Certificate of Good Standing and certified copy of LP-5 filed in Sacramento to be recorded.)

Trust:

1. Full copy of the Trust for the Title Officer to examine (in some cases).
2. Completion of the Trust Certification. Please note this document needs to be notarized.

