

HOLDING TITLE THROUGH AN ENTITY

DOCUMENTATION CHECKLIST

If you are holding title through an entity, Title may request the following Documentation in order to examine the ownership right of the parties to the real property transaction:

CORPORATION

- Articles Of Incorporation
- By-Laws
- Corporate Resolution to Purchase, Sell or Borrow (transaction specific)
- Applicable Form ARTS filed with the CA Secretary of State (Form S&DC if out of state) and verification that the Corporation is in good standing

LIMITED LIABILITY COMPANY (LLC)

- Articles of Organization
- Operating Agreement and All Amendments
- Form LLC-1 filed with the CA Secretary of State (Form LLC-5 if out of state) and verification the LLC is in good standing

GENERAL PARTNERSHIP

- General Partnership Agreement and All Amendments
- Form GP-1 has been filed with the CA Secretary of State and verification that the General Partnership is in good standing (registration is optional)

LIMITED PARTNERSHIP

- Certificate of Limited Partnership
- Limited Partnership Agreement and All Amendments
- Form LP-1 has been filed with the CA Secretary of State (Form LP-5 if out of state) and the Limited Partnership is in good standing

TRUST

- Completion of the Trust Certification. If there are no changes to the original settlor/trustor and title is held by the same, only a Trust Certification is needed (notarized signatures are required)
- Trust Agreement (if applicable)
- Additional documentation may be required, such as an Affidavit of Death or resignation of trustee