



ENTITY REQUIREMENTS - WHAT TO WATCH FOR

Limited Liability Company (LLC)	
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 company.
Certificate of Amendment (If Applicable) – Filed/Stamped with Secretary of State	This document is filed when there is a change made to the Articles (i.e. Name Change).
Operating Agreement	This document is a break-down of how the company is run, whom is authorized to sign, percent shares in LLC and an expansion of legal protections offered by LLC.
Resolutions Authorizing Signatory (If Applicable)	Necessary when the winning bidder is not expressly authorized to sign in the Operating Agreement.
Authorization to Sign Electronically	Agreement between the entity and signatory granting the authorized signatory the ability to sign electronically.
Certificate of Good Standing – 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.

Incorporation (INC)	
Required Documents	Description
Articles of Incorporation – Filed/Stamped with Secretary of State	This document is the initial company filing with the State in order to become a company.
Certificate of Amendment (If Applicable) – Filed/Stamped with Secretary of State	This document is filed when there is a change made to the Articles (i.e. Name Change).
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.
Resolutions Authorizing Signatory	Almost always Required. This is an authorization by the Board of Directors authorizing one individual to sign on behalf of the corporation.
Authorization to Sign Electronically	Agreement between the entity and signatory granting the authorized signatory the ability to sign electronically.
Certificate of Good Standing – 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.



ENTITY REQUIREMENTS - WHAT TO WATCH FOR

Limited Partnership (LP)	
Required Documents	Description
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 company.
Certificate of Amendment (If Applicable) – Filed/Stamped with Secretary of State	This document is filed when there is a change made to the Certificate of Limited Partnership (i.e. Name Change).
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.
Resolutions Authorizing Signatory (If Applicable)	Necessary when the winning bidder is not expressly authorized to sign in the Limited Partnership Agreement
Authorization to Sign Electronically	Agreement between the entity and signatory granting the authorized signatory the ability to sign electronically.
Certificate of Good Standing – 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.

Trust	
Required Documents	Description
Certification of Trust – Signed and Notarized	This document is a summarized statement about the trust and lists all parties in trust. Not acceptable unless notarized.
Declaration of Trust – Signed and Notarized	This document is full explanation of goal of the trust and the roles played by all parties in the trust. Not acceptable unless notarized.
Amendments to Declaration of Trust (If Applicable) – Signed and Notarized	This document is used usually as an addendum to the initial Declaration of Trust when a change is made. Not acceptable unless notarized.
Authorization to Sign Electronically	Agreement between the entity and signatory granting the authorized signatory the ability to sign electronically.