Corporate Document Checklist

NOTE: Only use this checklist if the applicant or property owner is a corporate entity.

**An attorney will be helpful to properly complete the items below**

- □ A Certificate of Status from SDAT OR a copy of the relevant formation document for the applicant Corporation, Limited Liability Company, Partnership, Limited Partnership, Organization and/or Trusts.
  
  (For example: for a Corporation, the Articles of Incorporation would be required; for a Limited Liability Company, the Article of Organization would be required, etc.)

- □ A copy of the relevant corporate document governing distribution of authority among elected officers, members, general partners, etc. for the applicant.

- □ The signees of the Agreement must be an authorized person so identified in the requested corporate documents.

- □ **Title of signee** (i.e. position in the company), as indicated in the corporate documents and the signed Agreement, title of signee must match Agreement--page 3 and submitted corporate documents**

  NOTE: If a letter of authorization is also submitted GRANTING the signee authority to legally bind the company in contract, the authorizing agent (i.e. director, president, general partner, etc.) must possess the right to designate an authorized agent evidenced within the corporate documents. However, the person authorizing the letter cannot be the same person receiving the authority to sign the Agreement.

- □ Tab page & highlight paragraph stating the person’s authority. Failure to do so will delay the process.

  OR

- □ In lieu of the above, an attorney may draft a Certificate of Authority Letter. This letter must be signed by the attorney and notarized. Language must state the attorney has read all the corporate related documents; and the signee has the authority to bind the company to this agreement. Submit the original signed and notarized letter.