

Basic Documentation List

Type of Entity	Authorized Representative	Event or Document Giving Legal Status	Document Granting Authority
Attorney-in-fact	As attorney-in-fact for another individual	Current US Government issued Identification card	Power of Attorney
Bankruptcy (BK)	Bankruptcy Trustee	Court order appointing trustee	Court order approving sale
Conservatorship	Conservator (for real property)	Court order appointing trustee	Court order approving sale
Corporation (Inc.)	Corporate Officer: • President • Vice President • Secretary • Treasurer	• Article of Incorporation filed with the Corporation Commission • Bylaws • Certificate of Good Standing	• Bylaws • Corporate Resolution
Estate	Personal Representative	Letters of Appointment & Acceptance	Letters of Testamentary or Letters of Administration
General Partnership (GP)	All Partners	Certificate of Partnership recorded with County Recorder	Partnership Agreement & Amendments
Guardianship	Guardian (for personal property or personal care)	Court Order appointing Guardian	Court Order approving sale
Individual	For him/herself	Current US Government issued identification card	N/A
Individual Retirement Account (IRA)	Custodian or Trustee of the IRA Account	Account Agreement	Account Agreement & Amendments
Joint Venture (JV)	Corporate Officer: • President • Vice President • Secretary • Treasurer	Certificate of Joint Venture filed with the Secretary of State	Joint Venture Agreement & Amendments
Limited Liability Company (LLC)	Managing Member	Articles of Organization filed with the Corporation Commission	• Operating Agreement • Filed Articles of Organization
Limited Liability Partnership (LLP)	Partner(s) as authorized in the Partnership Agreement	Certificate of Registration from the Secretary of State	Partnership Agreement & Amendments
Limited Partnership (LP)	General Partner	Certificate of Partnership filed with Secretary of State	Partnership Agreement & Amendments
Receivership	Court appointed receiver	Court order appointing receiver	Court order approving sale
Trust	Trustee	Trustee Agreement	Trust Agreement & Amendments
Unincorporated Association	Corporate Officer: • President • Vice President • Secretary • Treasurer	By-laws or Articles of Association	Resolution of the Association approving sale

*Information deemed reliable but not guaranteed.



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