

SIGNING AUTHORITY CHECKLIST

☐ CORPORATIONS

- ☐ A certificate copy of a resolution of the Board of Directors authorizing the contemplated transaction and designating which corporate officers, by name and title, shall have the power to execute on behalf of the corporation, or
- ☐ A copy of the Articles of Incorporation or Bylaws showing which officers have the authority to encumber assets of the corporation

- Sample language

“the above-named officer(s) have full power and authority to do all things deemed necessary or desirable to conduct business of the corporation, in accordance with the following provisions: ...

The acquisition, disposition, mortgage, pledge, encumbrance, hypothecation, or exchange of any assets of the corporation...”

☐ CALIFORNIA LIMITED PARTNERSHIP

- ☐ A full copy of the partnership agreement and any amendments
- ☐ Satisfactory evidence of the consent of a majority in interest of the limited partners to the contemplated transactions, or
- ☐ Language in the partnership agreement specifically giving authority to named partners to encumber assets of the partnership

- Sample language

“the above-named partner(s) have full power and authority to do all things deemed necessary or desirable to conduct business of the partnership, in accordance with the following provisions: ...

The acquisition, disposition, mortgage, pledge, encumbrance, hypothecation, or exchange of any assets of the partnership...”

☐ FOREIGN LIMITED PARTNERSHIP

- ☐ Escrow will be required and documentation determined by the Title Company

☐ GENERAL PARTNERSHIP

- ☐ A full copy of the partnership agreement and any amendments
- ☐ Satisfactory evidence of the consent of a majority in interest of the limited partners to the contemplated transactions, or
- ☐ Language in the partnership agreement specifically giving authority to named partners to encumber assets of the partnership

☐ LIMITED LIABILITY COMPANY

- ☐ A copy of its operating agreement and any amendments thereto;
- ☐ If the limited liability company properly operates through officers appointed or elected pursuant to the terms of a written operating agreement, grants must be executed by at least two duly elected or appointed officers, as follows: the chairman of the board, the president or any vice president, and any secretary, assistant secretary, the chief financial officer or any assistant treasurer;
- ☐ If the limited liability company properly operates through a manager or managers identified in the articles of organization and/or duly elected pursuant to the terms of a written operating agreement, grants must be executed by at least two such managers or by one manager if the limited liability company properly operates with the existence of only one manager

☐ TRUST

- ☐ A certification pursuant to Section 18100.5 of the California Probate Code in a form satisfactory to the Company;
- ☐ Copies of those excerpts from the original trust documents and amendments thereto which designate the trustee and confer upon the trustee the power to encumber real property

☐ INDIVIDUAL

- ☐ All individuals having current vested interest to the property to be encumbered, as shown on vesting deeds