



BUSINESS DOCUMENTATION CHECKLIST

| CORPORATION | LIMITED LIABILITY(LLC) |
|---|---|
| Articles of Incorporation Statement of Information(Most Recent & Last Completed) Corporate Bylaws and most recent corporate resolution. Fictitious Business Name Stmt (If Applicable) TIN/SSA4 | Articles of Incorporation Operating Agreement Statement of Information LLC-12 TIN/SS4 Fictitious Business Name Stmt (if applicable) |

| GENERAL PARTNERSHIP | LIMITED PARTNERSHIP (LP) |
|---|--|
| Partnership Agreement, if one exists Fictitious Business Name Stmt (if applicable) TIN/ SS4 | Partnership Agreement, if one exists Certification of Limited Partnership (LP-1) Fictitious Business Name Stmt (if applicable) TIN/ SS4 |

| LIMITED LIABILITY PARTNERSHIP (LLP) | SOLE PROPRIETORSHIP |
|--|--|
| Partnership Agreement, if one exists Certification of Limited Partnership (LP-1) Fictitious Business Name Stmt (if applicable) TIN/ SS4 | Partnership Agreement, if one exists Business License (only if Sole Prop. NOT required to obtain a Fictitious Business Name Stmt) TIN/ SS4 |

| UNINCORPORATED ASSOCIATION | ATTORNEY CLIENT TRUST ACCOUNTS |
|---|---|
| Letter of Direction / Organizational Minutes; verify signers Charter or Bylaws, if they exist verify signers Charter or Bylaws, if they exist Fictitious Business Name Stmt (if applicable) IRS Exemption – 501(C)(3), if non-profit TIN / SS4 | Attorney Entity Documentation W-9 for the client if deposited funds are those of a specific client IOLTA Account ~ TIN 94-6001385 |

| FOREIGN ENTITIES (Out of State) | PROPERTY MANAGEMENT COMPANY |
|---|--|
| Letter of Direction / Organizational Minutes; verify signers Charter or Bylaws, if they exist Certificate of Qualification from State of CA Application for Registration from State of CA LLC-5 | Property Management Company Documentation as listed on Reverse Property Owner Documentation as listed on Reverse Property Management Agreement TIN / SS4 |

| JOINT VENTURE | FAMILY LIMITED PARTNERSHIP (FLP) |
|--|---|
| Joint Venture Agreement including all modifications and amendments Fictitious Business Name Stmt (if applicable) TIN / SS4 | Partnership Agreement, if one exists Certification of Limited Partnership (LP-1) Fictitious Business Name Stmt (if applicable) TIN / SS4 |