

LAW OFFICES OF
GLENN J. ANDREONI, INC.

ADMITTED IN RI AND MA
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LORIANN MOSKWA*
**Admitted in RI & MA
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Corporation Document Checklist

Name of Corporation: _____
Property being sold or purchased: _____

Realtor(s) name, if any: _____
Phone number: _____
Email address: _____

Name of **President**: _____
Address: _____
Phone number: _____
Email address: _____

Name of **Vice President**: _____
Address: _____
Phone number: _____
Email address: _____

Name of **Secretary**: _____
Address: _____
Phone number: _____
Email address: _____

Name of **Treasurer**: _____
Address: _____
Phone number: _____
Email address: _____

STATE OF INCORORATION: _____

If you are incorporated in Rhode Island, please provide this office with the following:

1. **RI Secretary of State Letter of Good Standing**
2. **RI Division of Taxation Letter of Good Standing**
3. **Articles of Incorporation**
4. **By-Laws**
5. **Corporate Resolution/Vote authorizing this specific transaction**

If you are **NOT** incorporated in Rhode Island, please provide this office with the following:

1. **Secretary of State Letter of Good Standing from the State you incorporated in**
2. **RI Secretary of State Letter of Good Standing for a Foreign Corporation**
3. **RI Division of Taxation Letter of Good Standing**
4. **Articles of Incorporation from the State you incorporated in**
5. **By-Laws from the State you incorporated in**
6. **Corporate Resolution/Vote authorizing this specific transaction**