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Limited Liability Document Checklist

Name of limited Liability: _____
Property being sold or purchased: _____

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

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

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

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

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

STATE OF ORGANIZATION: _____

If you organized your LLC in Rhode Island, please provide this office with the following:

1. **RI Secretary of State Letter of Good Standing**
2. **Articles of Organization**
3. **Operating Agreement**
4. **RI Division of Taxation Letter of Good Standing, if you treat your LLC as a Corporation for tax purposes. If not, ignore this document.**
5. **Consent of Member authorizing this specific transaction**

If you did **NOT** organize your LLC in Rhode Island, please provide this office with the following:

1. **Secretary of State Letter of Good Standing from the State you organized in**
2. **RI Secretary of State Letter of Good Standing for a Foreign LLC**
3. **RI Division of Taxation Letter of Good Standing, if you treat your LLC as a Corporation for tax purposes. If not, ignore this document.**
4. **Articles of Organization from the State you organized in**
5. **Operating Agreement from the State you organized in**
6. **Consent of Member authorizing this specific transaction**