LLC and entity document checklist

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Use the entity’s exact legal name across the rural property file. Ask your attorney and loan officer to confirm authority, structure and document requirements.

Identify the borrower

- ☐ Record exact entity name, jurisdiction, formation date and current mailing address. Match these against the purchase contract, title file and loan request.
- ☐ List the property’s parcel identifiers and the vesting named on current title. For a refinance, compare it with the current debt and lease.
- ☐ Identify the intended signer, role, ownership structure and contact channel. Ask which individuals or parent entities must provide separate records.

Collect organization records

- ☐ Obtain filed formation documents and amendments. Preserve official acknowledgments, filing dates and a legible record of the entity name.
- ☐ Collect the current executed operating agreement or applicable partnership agreement with amendments and schedules needed to establish authority.
- ☐ Locate the IRS EIN assignment or other documentation the lender accepts. Transmit identifiers only through its secure collection channel.

Evidence, owner and follow-up date

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Confirm signing authority

- ☐ Locate the section identifying managers, members or partners and the authority required for borrowing, guaranties and encumbering property.
- ☐ Ask counsel whether a consent, resolution or additional signatures are needed for this transaction. Track required names against the proposed signing block.
- ☐ Ask the loan officer which guaranty applies and which supporting records it needs. Obtain terms in writing before assuming a structure works.

Match the closing file

- ☐ Compare title, entity account, property insurance and lease names. Flag any intended transfers for counsel, title and lender review before taking action.
- ☐ Ask the closing team about current-status evidence or foreign qualification where relevant. Confirm the issuing office, date and acceptable format.
- ☐ Name each document by entity, document type and date. Maintain a list of missing items without circulating sensitive identifiers in an ordinary email.

Evidence, owner and follow-up date