

AUTHORITY TO SIGN DOCUMENTATION

The City requires the following:

- a) Individuals: A title report with a date within 30 days of the current calendar date to compare the "grantors" in the document with the vested owners listed in the title report.

- b) LLCs, Trusts and other non-individuals:
 - First page of documentation establishing the existence of the trust, LLC managing agreement, etc;
 - The "empowerment section" which tells who can sign;
 - The last page where the parties creating the document have signed.
 - A final handwritten or typed, dated and signed statement that there are no amendments to the document.

- c) Corporations:
 - Any party signing in a representative capacity must provide essentially the same information as above, or a resolution created out of a corporate board meeting, establishing his authority to sign.

- d) Contact the City's Property Management Analyst for testamentary trusts or other unusual title vesting.

One alternative to surrendering full copies of Managing agreements to the City of Kent for Review would be to supply a supplemental title report that reflects the signing authority, a title company has approved.

Second alternative to surrendering full copies of Managing agreements to the City of Kent for Review would be a summary prepared by an attorney that typically includes entity filing information, the name of the LLC, trust, partnership, etc, the date of filing, authorized parties to represent the entity, and scope of powers.

The attorney preparing the summary should make a declaratory statement of the truth of the information and that there have been no amendments since the formation date. Any amendments should be accounted for in the summary.