

Representing an Entity



Authorization Documents for a Company Transaction.

When working with an entity, the agent must require authorization before entering into an agreement with the company. If there is no authorization, there is no enforceable agreement to bind or sign on the LLC's behalf. Signed purchase agreements are the only acceptable form of authorization.

These documents should be requested to confirm authorization the signing party represents the company:

	AGENT	TITLE COMPANY
LIMITED LIABILITY COMPANY (LLC):	Operating Agreement or Certificate of Members (or Managers) - Designates the member (or manager) authorized to conduct business on behalf of the LLC.	Articles of Operation, Operating Agreement (certified by the appropriate manager or member that it is current), and current list of members of the company.
CORPORATION	Certificate of Directors (or Secretary's Certificate) - Authorization is designated to an officer.	Certificate of good standing; Certificate of Directors – Designates the officer that is authorized to conduct business on behalf of the corporation; A copy of the corporate resolution authorizing a particular transaction.
PARTNERSHIP	Partnership Agreement - The managing partner or the general partner authorizes the transaction.	Certified Copy of the Partnership Authority, Partnership Agreement – Current and satisfactory evidence of a consent of majority of interest of the partners.
TRUST	Trustees Certificate – This states who the current trustee is and lists out the powers of the trustee (including purchase/sale of real property).	Trustee's Certificate – Proof from the trust that designates the trustee and their powers.
ESTATE	Letters Testamentary or Letters of Administration – This states who the executor is and who is the probate court's authorization regarding the estate.	Letters Testamentary or Letters of Administration – Evidence that final taxes have been paid for the estate and an order by the probate court allowing the transaction.

This is a general outline of documentation that will be needed as proof of authorization to represent a business. Please contact your Fidelity National Title Account Executive to discuss your specific transaction needs.