



CHARLES COUNTY GOVERNMENT  
**Office of the County Attorney**

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**DOCUMENT REVIEW CHECKLIST**  
  
for  
  
**BUSINESS ENTITIES, TRUSTS & ESTATES**

**Business Entity (Sole Member/Multi Member LLC and Corporation)**

\_\_\_\_\_ All **Entities** must be **registered in Md** and in **Good Standing**

<https://egov.maryland.gov/BusinessExpress/EntitySearch>

- Check before signing contract
- Check again day of closing

**LLC Documentation:**

Authorized Signor(s)? \_\_\_\_\_

Operate individually or jointly? \_\_\_\_\_

\_\_\_\_\_ **Operating Agreement** – required for all multi-member LLCs, optional for sole member

\_\_\_\_\_ **Amendments**, optional but may indicate signature authority

\_\_\_\_\_ **Signing Authority Resolution**, if sole member, Resolution must note this

- Verify the Manager/Managing Member
- Review their “powers” under the Operating Agreement
- Reference the signor by name and title
- Reference the transaction(s) for which they are signing
- Explain what types of documents they have authority to sign

\*\*\*\*All documents should be signed as:

\_\_\_\_\_  
ex: JOE SMITH, Managing Member (or correct title)

**Corporation Documentation, including HOA/ Condo Associations:**

\_\_\_\_\_ **Corporate By-Laws**

\_\_\_\_\_ **Officers** of the Corp are identified

\_\_\_\_\_ **Powers** the officers have within the corporate structure are identified

\_\_\_\_\_ **Signing/Authority Resolution**, optional, if the named Officer is unable to perform the signatory duty

Which officer(s) have the signatory powers, per the By-Laws?

\_\_\_\_\_

\*\*\*\*\*All documents should be signed as:

\_\_\_\_\_ ex: JOE SMITH, President,  
Authorized Signor

## Estates

**Estate Documentation:**

<https://registers.maryland.gov/main/>

Is the Estate currently open in the Register of Wills: \_\_\_\_\_

\_\_\_\_\_ **Letter of Administration**

- If estate is closed, is the Letter of Administration still valid for Administrative Acts
- If estate is open, identify the Personal Representative

Personal Representative: \_\_\_\_\_

\*\*\*\*All documents should be signed as:

\_\_\_\_\_

ex: JOE SMITH, Personal Representative of the Estate of .....

NOTE: Proceeds from a property sale MUST be paid to the Estate, not to an individual (or Personal Representative).

NOTE: If the Personal Representative noted in the Estate documents is deceased the Register of Wills must appoint a new PR which will be recorded.

NOTE: Estate proceeds from a property sale MUST be paid to the Estate, not to an individual (or PR).

## Trust (Irrevocable, Living and/or Revocable)

### Trust Documentation:

\_\_\_\_\_ Trust document

- Individual Trustee or Co-Trustees?
- Can Co-Trustees act independently?
- Who has authority to sign?
- Does their authority allow them to enter contracts and sign deeds?
- Is the Original Trustee still living?
- Is there a Successor Trustee(s)
- Does the Successor Trustee have the appropriate signing authority for the transaction

\_\_\_\_\_ Amendments to Trust

- Trustees change(s)

\_\_\_\_\_ Certificate of Trust

Trustee(s) with authority to sign: \_\_\_\_\_

\*\*\*\* All documents should be signed as:

\_\_\_\_\_

ex: JOE SMITH, Trustee of the .... Trust, dated \_\_\_\_\_

**This document is provided as a tool to ensure all documents required by County Attorney's Office are collected with executed documents. Additionally, lienholder consent/ release is required for all properties with a Deed of Trust.**