



CHARLES COUNTY GOVERNMENT
Office of the County Attorney

Wes Adams
County Attorney

Phone | 301-645-0555
Fax | 301-645-0515
Email | CoAttorney@CharlesCountyMD.gov

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:

Authorized Signor _____ ex: JOE SMITH, President,

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.