

Signature and Legal Documentation Requirements

Revised April 24, 2006

1. Tenants by the Entirety

- a. Signatory: Both the husband and wife
- b. Documents: Recorded Deed

2. Corporation

- a. Signatory: As indicated in the following documents
- b. Documents: Recorded Deed. Articles of Incorporation. By Laws or Corporate resolution for signature authority.

3. Partnership

- a. Signatory: Generally one partner
- b. Documents: Recorded deed. Limited partnership, limited liability partnership, must file certificate with the State.

4. Tenants in Common

- a. Signatory: All parties including wives (spouses)
- b. Documents: Recorded deed

5. Michigan Limited Liability Co. (L.L.C.)

- a. Signatory: Member/Manager as designated in legal documents
- b. Documents: Recorded deed in name of the L.L.C. Articles of Organization filed with CIS. Operating agreement, if any.

6. Joint Tenants

- a. Signatory: Individuals named on the deed.
- b. Documents: Recorded Deed

7. Owner in Severalty

- a. Signatory: The individual named, however, if a married man, both husband and wife sign.
- b. Documents: Recorded Deed

8. Governmental Unit, Municipal Corporations, & Political Subdivisions

- a. Signatory: Person named in resolution.
- b. Documents: Copies of resolution and governing body meeting minutes showing approval of lease. A copy of the Deed.

9. Fraternal Organization

- a. Signatory: Person named in resolution.
- b. Documents: Recorded Deed, copy of resolution authorizing lease and naming signator. By-laws may also be submitted to indicate authorization to sign.

10. Trust or Estates

- a. Signatory: Trustee named in trust documents or certificate of trust.
- b. Documents: Recorded Deed and Trust papers to verify trustee has authority to lease.

11. Court Order- Receivership

- a. Signatory: Receiver named
- b. Documents: Recorded Deed and Court Order.

12. Agents

- a. Signatory: Authorized individual of the Agent.
- b. Documents: Recorded Deed and Documents that authorizes agent to sign and who is authorized to sign.

13. Foreign Entity

- a. Signatory: Based upon type of organization. (See Above)
- b. Documents: Certificate of Registration to do business in Michigan (MCL 450.2011).

14. Misc.

- a. "Doing Business As" requires filing of Certificate with County Clerk which is only good for five years.
- b. If the lease property is a "condominium" that will require the State to follow the condominium by-laws, a copy of the by-laws is needed and must be reviewed in whole by the Attorney General's office.
- c. The names of the organization and the authorized signators must reflect the actual legal name of the organization and signator. All documents and proofs must match the names on the lease documents. If any differences, legal documentation to indicate why there is a difference must be produced for legal examination.
- d. Include any amendments for any required document.