

LAW OFFICES OF  
**GLENN J. ANDREONI, INC.**

ADMITTED IN RI AND MA  
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## Limited Liability Document Checklist

Name of limited Liability: \_\_\_\_\_  
Property being sold or purchased: \_\_\_\_\_

Realtor(s) name, if any: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Email address: \_\_\_\_\_

Name of **Member**: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Email address: \_\_\_\_\_

Name of **Member**: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Email address: \_\_\_\_\_

Name of **Member**: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Email address: \_\_\_\_\_

Name of **Member**: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Email address: \_\_\_\_\_

**STATE OF ORGANIZATION:** \_\_\_\_\_

If you organized your LLC in Rhode Island, please provide this office with the following:

1.  **RI Secretary of State Letter of Good Standing**
2.  **Articles of Organization**
3.  **Operating Agreement**
4.  **RI Division of Taxation Letter of Good Standing, if you treat your LLC as a Corporation for tax purposes. If not, ignore this document.**
5.  **Consent of Member authorizing this specific transaction**

If you did **NOT** organize your LLC in Rhode Island, please provide this office with the following:

1.  **Secretary of State Letter of Good Standing from the State you organized in**
2.  **RI Secretary of State Letter of Good Standing for a Foreign LLC**
3.  **RI Division of Taxation Letter of Good Standing, if you treat your LLC as a Corporation for tax purposes. If not, ignore this document.**
4.  **Articles of Organization from the State you organized in**
5.  **Operating Agreement from the State you organized in**
6.  **Consent of Member authorizing this specific transaction**