



## YOUR LLC CHECKLIST

First, thanks for getting your LLC from REI Legal. Please read our **Getting Started: Real Estate LLCs** and watch the **videos** on our website. They will explain everything you need to know about your LLC.

### Information You'll Need:

1. LLC Name: This must be available with the state. You'll will need to provide two options. There is a link in the form to check the state website
2. LLC Address: Any address except PO Boxes. If the box has a street address with Suite or Unit #, that is fine.
3. Manager Names(s) and Address(es): Your LLC will be Manager-managed and these are the persons that will sign on behalf of the company. You can name up to 2 managers. **Any SINGLE manager may act ALONE on behalf of the LLC.**
4. Member Names(s) and Address(es): These are the owners of the LLC. You may have up to 4 members. However, this is **not** a custom "partnership" LLC! So it's not designed for a number of unrelated members. Please use our "Partnering LLC" link if you need a custom LLC.
5. Your Social Security Number
6. Credit Card Information

### Steps to Create Your LLC:

1. Read and Accept the Terms, Conditions and Representation
2. Fill in all required fields. **Please read and follow** the hints, tips and suggestions in the form
3. Submit the Form

We will reach out if we have questions. Otherwise, we'll mail you the binder of documents within 7 business days.

### What You'll Receive in Your Binder:

1. Cover Letter (with important information on next steps!)
2. Copy of Certificate of Organization
3. EIN Letter from IRS
4. Operating Agreement
5. Series Creation Minutes (for Series LLC only)

### Next Steps:

1. **Please read the COVER LETTER that comes with your documents. It has important information and help with the next steps: bank accounts, titling, leases, owning out-of-state properties, tax considerations and a lot, lot more!**
2. Fund the LLC. This means putting assets in the LLC that are to be owned by the LLC. Mostly, this means titling real estate in the name of the LLC or a series of a Series LLC. You can order warranty deeds (and other LLC documents) on our website.