

**COACHELLA VALLEY WATER DISTRICT
REQUIRED PROOF OF CAPACITY TO SIGN LEGAL DOCUMENTS**

In order for CVWD to complete the processing of your documents, please furnish the following documents, as applicable:

If you hold title or will be taking title as a [Corporation](#), please provide the following:

1. If incorporated outside of California, a current Certificate of Good Standing from the Secretary of State where incorporated
2. In an ecclesiastical corporation, submission of Articles of Incorporation and By-Laws, along with any additional documentation that may be required pursuant to our review
3. If not an ecclesiastical corporation, any instrument in writing in the name of the corporation may be relied upon if it is signed by any one of the following officers:
 - a. The Chairman of The Board of Directors
 - b. The President
 - c. The Vice President

PROVIDED IT IS ALSO SIGNED BY ANY ONE OF THE FOLLOWING ADDITIONAL OFFICERS:

- a. The Secretary
 - b. Any Assistant Secretary
 - c. Chief Financial Officer
 - d. Assistant Treasurer
4. For Homeowner Associations board resolution shall include:
 - a. Board resolution states what document and action is being authorized
 - b. Addresses if a membership vote is or is not required
 - c. States which board members and titles are authorized to sign the document(s) or if they authorize someone else to sign i.e. the general manager
 - d. Resolution must be dated and authorized prior to the execution of the document(s)

If the above combination of signatures is not provided, an acceptable Corporate Resolution must be submitted that approves the contemplated transaction and sets forth the authorized corporate officer(s) approved to execute the documents.

If you hold title or will be taking title as a [Limited Liability Company \(LLC\)](#), please provide the following:

1. Full copy of Operating Agreement and all amendments
2. If filed outside of California, a current Certificate of Good Standing from the Secretary of State where filed
3. Articles of Organization (This can be found at <https://businesssearch.sos.ca.gov/>, but can be provided by the entity)
 - a. If the LLC operates through a manager or manager identified in the Articles of Organization and/or duly elected pursuant to the terms of a written operating agreement, such document must be executed by at least two such managers or by one manager if the LLC property operates with the existence of only one manager.

If you hold title or will be taking title as a [General Partnership](#), please provide the following:

1. Full copy of Partnership Agreement and all amendments; or a copy of its GP-1 and all amendments filed with Secretary of State, if applicable

If you hold title or will be taking title as a [Limited Partnership](#), please provide the following:

1. Full copy of Partnership Agreement and all amendments
2. If filed outside of California, a current Certificate of Good Standing from the Secretary of State where filed

If you hold title in a Trust, and any of the original or successor trustees are now deceased or mentally incapacitated, or if the trust is other than a family trust for the benefit of the trustees, please provide the following:

1. Full copy of the Trust and any amendments
 - a. Certification of Trust with a notarized copy
2. Any additional documentation that may be required pursuant to our review of the Trust
3. Owners Affidavit and Indemnity, notarized copy