

REQUIRED BUSINESS DOCUMENTS CHECKLIST

SOLE PROPRIETORSHIP

- Social Security Number **or** Employer Identification Number²
- For Hawaii Only:** Hawaii General Excise Tax License³
- For Nevada Only:** Nevada State Business License⁴
- Registration of Trade Name⁵ or Fictitious Firm Name⁶, if using a "DBA"

CORPORATION

- Employer Identification Number²
 - For Nevada Only:** Nevada State Business License⁴
 - Registration of Trade Name⁵ or Fictitious Firm Name⁶, if using a "DBA"
 - Articles of Incorporation and any amendments
 - Signed Corporate Bylaws and any amendments
 - Meeting Minutes **or** Corporate Resolution, if any
- For Foreign Entities Only:**
- Certificate of Authority for Foreign Corporation⁹

LIMITED LIABILITY COMPANY (LLC)

- Social Security Number¹ **or** Employer Identification Number²
 - For Nevada Only:** Nevada State Business License⁴
 - Registration of Trade Name⁵ or Fictitious Firm Name⁶, if using a "DBA"
 - Articles of Organization for LLC and any amendments
 - For Manager Managed Only:** Operating Agreement⁷ and any amendments
- For Foreign Entities Only:**
- Application for Certificate of Authority for Foreign Limited Liability Company⁹

GENERAL PARTNERSHIP

- Employer Identification Number²
 - For Nevada Only:** Nevada State Business License⁴
 - Registration of Trade Name⁵ or Fictitious Firm Name⁶, if using a "DBA"
 - For Hawaii Only:** Registration Statement for Partnership⁵
 - For Nevada Only:** Statement of Partnership Authority⁸
 - Partnership Agreement and any amendments
- For Foreign Entities Only:**
- Registration Statement for Partnership⁹

LIMITED PARTNERSHIP (LP)

- Employer Identification Number²
 - For Nevada Only:** Nevada State Business License⁴
 - Registration of Trade Name⁵ or Fictitious Firm Name⁶, if using a "DBA"
 - For Hawaii Only:** Registration Statement for Partnership⁵
 - For Nevada Only:** Certificate of Limited Partnership⁸
 - Partnership Agreement and any amendments
- For Foreign Entities Only:**
- Application for Certificate of Authority for Foreign Limited Partnership⁹



REQUIRED BUSINESS DOCUMENTS CHECKLIST

LIMITED LIABILITY PARTNERSHIP (LLP)

- Employer Identification Number²
- For Nevada Only:** Nevada State Business License⁴
- Registration of Trade Name⁵ or Fictitious Firm Name⁶, if using a “DBA”
- For Hawaii Only:** Registration Statement for Partnership⁵
- For Nevada Only:** Certificate of Registration of Limited-Liability Partnership⁸
- Partnership Agreement and any amendments
- For Foreign Entities Only:**
- Registration Statement for Partnership⁹ **and**
- Statement of Foreign Qualification⁹

NON PROFIT ORGANIZATION

- Employer Identification Number²
- For Nevada Only:** Nevada State Business License⁴
- Registration of Trade Name⁵ or Fictitious Firm Name⁶, if using a “DBA”
- Articles of Incorporation and any amendments
- Signed Bylaws and any amendments
- 501c3 Determination Letter

ASSOCIATION OF APARTMENT OWNERS (AOAO) / ASSOCIATION OF UNIT OWNERS (AOUO) - HAWAII ONLY

- Employer Identification Number² or W-9
- Articles of Incorporation and any amendments, if incorporated **or**
Condominium Association Registration Certification, if unincorporated
- Authorized Signer Letter / Master Agreement¹⁰
- Authorization / Request Letter¹⁰
- Signed Bylaws and any amendments
- Management Agreement¹¹

¹ Social Security Number acceptable in the case of a Single Member LLC

² Copy of notice from the Internal Revenue Service. Previous year's filed tax return is also acceptable.

³ Copy from State of Hawaii – Department of Taxation or printout from Hawaii Tax Online website

⁴ Copy from Nevada Secretary of State

⁵ Copy from State of Hawaii – Department of Commerce and Consumer Affairs (recorded and time stamped) or printout from Hawaii Business Express website

⁶ Copy from County Clerk (recorded and time stamped) or printout from County Clerk website

⁷ Not required if Member Managed

⁸ Copy from Nevada Secretary of State (recorded and time stamped)

⁹ Copy from State of Hawaii – Department of Commerce and Consumer Affairs (recorded and time stamped)

¹⁰ Required if represented by Management Company

¹¹ Copy of verification from Hawaii Information Service (HIS) site acceptable to accompany in the case of incomplete Management Agreement