

TERRY M. MALLERY, A PROFESSIONAL LAW CORPORATION
CHECKLIST OF TYPICAL LIMITED LIABILITY COMPANY DOCUMENTS

STATUS DATE			ALLOCATION OF DUTIES			
<u>NEED</u>	<u>DRAFT</u>	<u>COMP</u>	DOCUMENT	CLIENT	ATTORNEY	C.P.A.
			Fee Agreement			
			Conflict of Interest Letter			
			Name reservation			
			Election Re Corporate Taxation			
			Articles of Organization LLC1 or LLC-1A (if it's a conversion)			
			Operating Agreement			
			Statement of Information LLC-12			
			Exhibit B: List of Assets and Liabilities			
			Buy-Out Provisions Included			
			Indemnity Agreement(s)			
			Employment or Guaranteed Payment Agreement(s)			
			Notice of Transaction under Sections 25102(f) or 25102(h), or permit			
			Form D			
			Application for EIN (SS-4)			
			Application for State Employer Number			
			Record LLC-1 with County Recorder regarding real property owned by LLC			
			Follow-up Operations Memorandum			
			Memorandum re Name Use			
			Membership Roll			
			Transfer Ledger			
			Membership Interest Certificates			
			Record Book			

Read and approved: _____

Dated: _____