

Using an LLC

FOR REAL ESTATE



If you plan on buying or selling property that is part of an LLC, please review the following list of requirements and send the required documents to our office or email the **Client Coordinator Team** at client@settlementsdirect.com at your earliest convenience.

DOCUMENT REQUIREMENTS

Please submit the following information to our office promptly to avoid closing delays.

- Certificate of Organization
- Employee Identification Number
- Operating Agreement
- Corporate Resolution

BUYING OR SELLING REAL ESTATE

Please keep the following guidelines in mind when buying or selling real estate with an LLC.

- Make sure that the agreement of sale or purchase contract lists the LLC and not an individual's name as the buyer or seller.
- Confirm that the settlement company has all of the above document and information as early in the transaction as possible to avoid delays.
- **If you are selling real estate with an LLC and expect to receive proceeds from the sale, please keep in mind that the proceeds CAN ONLY go into a bank account, either via wire or check, specifically set up for the LLC. They cannot go into an individual's bank account.**
- We have an additional package to assist sellers using an LLC with their deed signing. Feel free to request this from our Client Coordinator Team.
- If you have any questions regarding your trust specifically or how to set up an LLC, please reach out to your attorney for more information.

UNIVERSAL
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