

NOTICE

The following items must be provided for the review of all exempt transfers to or from an LLC:

1. Notarized Affidavit of Facts stating the reason for the transfer and why there was no money involved
2. State Certificate of the Articles of Organization.
3. Identification of the members with respective percentage of units of interest.
4. A written statement from the seller/grantor declaring the following:
 - a. Total amount paid to the seller/grantor as consideration for the sale of the LLC membership/ownership interests;
 - b. The portion of the total that is allocated to real property owned directly or indirectly by the LLC;
 - c. The percentage of the ownership interest in the LLC being transferred;
 - d. The LLC's percentage of ownership interest in the person that directly owns the real estate;
 - e. A copy of any purchase agreement and closing/settlement statement.