



ENTITY DOCUMENTATION

Oregon Housing and Community Services Department (the “Department”) requires that hard copies of entity documents be submitted for each ownership entity involved with the Project. The type of entity documents to be submitted will depend on the entities involved. Below is a list of the required documents for various types of entities:

Corporation

- Articles of Incorporation
- Bylaws
- State of Oregon Filing
- Borrowing Resolution
- Secretary's Certification for number of shares authorized, number of shares issued to whom and at what price
- Corporation's Tax Identification Number (TIN)

Limited Liability Company

- Operating Agreement
- Articles of Organization
- Borrowing Resolution (*indicate where in Articles or attach*)
- Manager Managed or Member Managed (*indicate where in Articles or attach*)
- State of Oregon filing
- LLC's Tax Identification Number (TIN)

Nonprofit Corporation

- Articles of Incorporation
- Bylaws with dissolution provision (*indicate where in Bylaws*)
- State of Oregon filing
- Borrowing Resolution
- IRS 501(c)(3) status letter
- Organization's Tax Identification Number (TIN).

Governmental Entity

- Resolution from Appointing Authority
- Bylaws
- Borrowing Resolution

Partnership

- Partnership Agreement (General and/or Limited)
- Borrowing Resolution
- State of Oregon filing
- Partnership's Tax Identification Number (TIN)



**ENTITY DOCUMENTS AND SIGNATURE BLOCKS
EXAMPLES**

EXAMPLE 1 (2 entities):

OWNER: HAPPY HOUSED PEOPLE, LIMITED PARTNERSHIP
an Oregon limited partnership (Entity #1)

By: Housing Authority of the Willamette Valley,
a Governmental entity, General Partner (Entity #2)

By: Victor Subsidized Housing, Executive Director

EXAMPLE 2 (3 entities):

BORROWER: SQUARE PEG LIMITED PARTNERSHIP,
an Oregon limited partnership (Entity #1)

By: Round Peg Commons LLC,
an Oregon limited liability company, General Partner (Entity #2)

By: Square and Round Peg Development, Inc.,
an Oregon Corporation, its Manager (Entity #3)

By: Susanna Lowest Affordability, President

EXAMPLE 3 (4 entities):

BORROWER: WE WILL HOUSE THEM APARTMENTS, LLC,
an Oregon limited liability company (Entity #1)

By: QA Low Income Housing LLC,
an Oregon limited liability company, Manager (Entity #2)

By: Guard'em Apartments LLC,
an Oregon limited liability company, Manager (Entity #3)

By: Guard'em and Profit Holding, Inc,
a Texas corporation, Manager (Entity #4)

By: Johnny B. Good, President
