



Proof of Authority

When submitting legal documents (i.e. bonds, easements, warranty deeds) to the City for recording, proof of authority to sign on behalf of the entity must accompany the document. The following would constitute proof of authority.

Individual or sole proprietor: Same requirement as Notary, picture identification such as drivers license, military identification, pass port.

Corporations, LLC, Non-profits: 1) the current list of officers of the corporation on file with the Secretary of State if the person signing is an officer, Or (2) the corporate by-laws or a resolution designating the persons authorized to sign on behalf of the company. If the by-laws or resolution simply designate the person by title rather than name, we would also need a document showing that the person signing holds the position indicated.