CITY OF BELMONT
Signature Requirements

The following signature procedures must be followed for all documents processed by the City of Belmont.

I. **FOR ALL SIGNATURES.** The name and title of the signer should be printed beneath the signature. The name must be signed exactly as it is typed or printed. The full name of the entity (as opposed to a shorthand name, abbreviation, or initials), type of entity, and state of organization must be printed directly above the signature line.

II. **SIGNATURES FOR INDIVIDUALS (Sole Proprietors).** The name must be signed exactly as it is printed or typed. The signer's title or interest in the property (e.g. "owner") must be stated.

III. **SIGNATURES FOR PARTNERSHIPS.** The signing party must be either a general partner or be authorized in writing to have the authority to sign for and bind the partnership.

IV. **SIGNATURES FOR DOMESTIC CORPORATIONS.** Authorization to sign contracts and other documents on behalf of the corporation must be demonstrated by one of the following methods. For maps and documents to be recorded, and for sureties signing bonds, the signatures must be notarized as provided in Method 3 and paragraph VI., below.

Method 1 (Two Specified Officers). Authorization may be shown by two officers (must be different persons*), one from each of the following groups, signing the instrument. (ref. Corp. Code §313; 5214.)

Group A	Group B
(i) Chairman of the Board	(i) Secretary
(ii) President	(ii) Any Assistant Secretary
(iii) Any Vice-President	(iii) Chief Financial Officer
	(iv) Any Assistant Treasurer

* Statements of Information on file with the Secretary of State can be used to verify corporate officers and can be accessed at the following link: https://businesssearch.sos.ca.gov/

Method 2 (Certified Board Authorization). Authorization may be shown by providing the City a copy of the corporation's bylaws, board of directors meeting minutes, or any resolution of corporation's board authorizing the person signing the instrument to execute instruments of the type in question and certified by the Secretary or Asst. Secretary of the corporation to be a true copy. (ref. Corp. Code §314; 5215.)

Method 3 (Notarized Officer Signature). Authorization may be shown by the signature of either the corporation's president, vice president, secretary, or assistant secretary accompanied by a notary acknowledgment in the form prescribed by Civil Code §1189. (ref. Civil Code §1190)

V. **SIGNATURES FOR LIMITED LIABILITY COMPANIES (LLC's).** Authorization must be demonstrated by providing the portion of the operating agreement authorizing the person signing the instrument to execute instruments of the type in question, and if the LLC does not have an operating agreement, then by providing the articles of incorporation for review by the CAO. (ref. Corp Code §§17151, 17154, 17157.)

VI. **MAPS AND DOCUMENTS TO BE RECORDED**. For maps and documents to be recorded, including all transactions affecting title to real property, all signatures must be properly notarized and accompanied by a certificate of acknowledgement in the form prescribed by Civil Code section 1189. (ref. Gov't Code §§ 27287, 66436, 66439, 66447) The names and titles of the people signing the documents must be listed on the notary flag.

VII. **CHANGES.** Should any changes be made to the document once signed, the changes must be initialed by all parties signing the document. Obliteration of any type will not be acceptable.