

THE GOOD-STANDING CHECKLIST

PROPERTY MANAGEMENT · ASSOCIATION REGISTRY RECORDS

MR. WILSON

ONE FIX AT A TIME.
YOU KEEP THE KEYS.

Run this against one association's registry record. Every line is public and free to look at. The point is that somebody looks, on a date you can name, before a closing attorney does it for you.

READ THIS FIRST — A registry mirror is not the registry. Third-party sites lag and sometimes disagree with the state's own record, and a wrong 'not in good standing' is worse than no answer. Confirm anything that looks bad against the state's own page before acting on it.

THE IDENTIFIERS

- ☐ Legal name as the state files it, not as your roster spells it
- ☐ Entity or file number, so a common name cannot be confused
- ☐ State of formation, where an association was set up elsewhere

THE ADDRESS

- ☐ Principal office on the record, against where you actually work
- ☐ Mailing address, where it differs from the principal office
- ☐ Any address that belongs to a lease you no longer hold

THE PAPER TRAIL

- ☐ The date this record was actually checked, on the record itself
- ☐ A screenshot or print of the state page as it read that day
- ☐ Anything that disagreed, and who was told about it

THE AGENT

- ☐ Registered agent named on the record today
- ☐ That person or firm still agrees to act, and still exists
- ☐ An address where legal mail would actually reach somebody

THE STANDING

- ☐ Status exactly as the state words it, copied not paraphrased
- ☐ Date of the last accepted annual filing
- ☐ The next filing date, written somewhere a person will see it

CHECKED AND SIGNED BY

DATE

The manager decides which records to correct and who signs the filing. Nothing is filed with any state, and no registered agent is changed, by anything but a person.