



LEGAL DOCUMENT TOOL KIT

READY TO START YOUR CONTRACT?

Our team is here to help you! If you have questions along the way, please check this toolkit. If you cannot find the answer, please reach out to the DPD Inbox via submittable: City of Chicago –Dept. of Planning and Development.


Follow this guide carefully to ensure that your legal documents are correct and thoroughly completed. Take the time to double-check that all documents are accurate. Pay attention to details:

- ★ Dates
- ★ Signatures
- ★ Notarization requirements
- ★ Important information requested.

Careful attention to these details will ensure that your documents are fully completed. **Inaccurate or incomplete documents will be returned, and our team will "Request a Revision".**

A blue-tinted background image of a city skyline, likely New York City, featuring several prominent skyscrapers and a street view in the foreground.

LEGAL DOCUMENTS

A blue-tinted background image of a city skyline, likely New York City, featuring several tall skyscrapers and a street view from below.

ORGANIZATIONAL CHART

ORGANIZATIONAL CHART

★ An Organizational Chart Should:

1

Show the internal structure of your organization.

2

Include the name of the legal entity to which the contract will be granted.

ORGANIZATIONAL CHART EXAMPLE

John's diner

Organizational Chart

Joe Doe
33%
Ownership

Jane Doe
33%
Ownership

John Doe
33%
Ownership

Tip: Please identify all persons holding 7.5% or more direct or indirect ownership (including other entities if applicable) and clearly identify the percentage of ownership. Non-profits and Cooperatives will likely not have owners and should articulate this.

A blue-tinted background image of a city skyline with various skyscrapers and buildings.

LEGAL ENTITY REGISTRATION

LLC LEGAL REGISTRATION

Your Articles of Organization appear as depicted below. This is the only form accepted for LLCs.

For information and forms related to legal registration, please visit:
<https://tax.illinois.gov/content/dam/soi/en/web/tax/forms/reg/documents/reg-1.pdf>

Form LLC-5.5 February 2022		Illinois Limited Liability Company Act Articles of Organization	FILE # This space for use by Secretary of State.
Secretary of State Department of Business Services Limited Liability Division 501 S. Second St., Rm. 351 Springfield, IL 62756 217-524-8008 llsos.gov		SUBMIT IN DUPLICATE Type or print clearly.	
Payment must be made by certified check, cashier's check, Illinois attorney's check, C.P.A.'s check or money order payable to Secretary of State.		Filing Fee: \$150 Approved:	
1. Limited Liability Company name (see Note 1): _____			
2. Address of principal place of business where records of the company will be kept: (P.O. Box alone or c/o is unacceptable.) _____ _____			
3. Articles of Organization effective on: (check one) <input type="checkbox"/> the filing date <input type="checkbox"/> a later date (not to exceed 60 days after the filing date): _____ Month, Day, Year			
4. Registered agent's name and registered office address: Registered agent: _____ First Name Middle Initial Last Name (P.O. Box alone or c/o is unacceptable.) Registered office: _____ Number Street Suite # _____ City IL ZIP _____ _____			
Note: The registered agent must reside in Illinois. If the agent is a business entity, it must be authorized to act as agent in this state.			

CORPORATION & NONPROFIT LEGAL REGISTRATION

Your Articles of Incorporation should appear as depicted below. This is the only form of acceptable document for corporations.

For information and forms related to legal registration, please visit:
<https://apps.ilsos.gov/corparticles/>

Certificate Number _____

STATE OF ILLINOIS
OFFICE OF
THE SECRETARY OF STATE

To all to whom these Presents Shall Come, Greeting:

Whereas, Articles of Incorporation, duly signed and verified of
COMPANY GROUP, INC.,
have been filed in the Office of the Secretary of State on the _____ day of _____, 19____, A.D. 19____, as provided by "THE BUSINESS CORPORATION ACT" of Illinois, in force July 13, A.D. 1933.

Now Therefore, I EDWARD J. BARNETT, Secretary of State of the State of Illinois, by virtue of the powers vested in me by law, do hereby issue this certificate of incorporation, and attach thereto a copy of the Articles of Incorporation of the aforesaid corporation.

In Testimony Whereof, I have set my hand and cause to be affixed the Great Seal of the State of Illinois
Given at the City of Springfield this _____ day of _____, A.D. 19____, and
of the Independence of the United States
the one hundred and _____ 70th.

Edward J. Barnett
SECRETARY OF STATE

A blue-tinted background image of a city skyline with various skyscrapers and buildings.

LEGAL ENTITY STRUCTURE

OPERATING AGREEMENT

Tip: LLCs should submit operating agreements that resemble the example depicted below, and should be signed and dated. Submissions without **signatures** and **dates** will be returned for revisions.

For information and forms related to legal registration, please visit:

<https://tax.illinois.gov/content/dam/soi/en/web/tax/forms/reg/documents/reg-1.pdf>

**LIMITED LIABILITY COMPANY OPERATING AGREEMENT
OF _____, LLC**

1. Company Details

This Limited Liability Company Operating Agreement ("Agreement"), entered into on _____, 20____, is a: (check one)

☐ - **Single-Member LLC**, entered into by _____, being the sole owner with a mailing address of _____.

☐ - **Multi-Member LLC**, entered into by and between _____ Members known as:

Member #1: _____, with ownership of _____% of the Company, and a mailing address of _____.

Member #2: _____, with ownership of _____% of the Company, and a mailing address of _____.

Member #3: _____, with ownership of _____% of the Company, and a mailing address of _____.

Member #4: _____, with ownership of _____% of the Company, and a mailing address of _____.

(“Member(s)”)

WHEREAS the Member(s) desire to create a limited liability company under the laws of the State of _____ (“State of Formation”) and set forth the terms herein of the Company’s operation and the relationship any and all Member(s).

NOW, THEREFORE, in consideration of the mutual covenants set forth herein and other valuable consideration, the receipt and sufficiency of which hereby are acknowledged, the Member(s) and the Company agree as follows:

2. Name and Principal Place of Business

The name of the Company shall be _____, LLC with a principal place of business located at _____, or at any other such place of business that the Member(s) shall determine.

3. Formation

The Company was formed on _____, 20____ when the Member(s) filed the Articles of Organization with the office of the Secretary of State pursuant to the statutes governing limited liability companies in the State of Formation (the “Statutes”).

PARTNERSHIP AGREEMENT

Tip: General Partnerships should submit signed and dated partnership agreement. Submissions without a **signature** and **date** will be returned for revisions.

PARTNERSHIP AGREEMENT	
I.	PARTNERSHIP DETAILS. This Partnership Agreement ("Agreement") dated on _____, 20____ ("Effective Date") is associated with the following entity: a.) Entity Name: _____ formed in the State of _____ with a principal place of business at _____ ("Partnership"). b.) Type. The Partnership is structured as a: (choose one) <input type="checkbox"/> - General Partnership (GP). All the Partners agree to hold equal personal responsibility in the Partnership's liabilities. <input type="checkbox"/> - Limited Partnership (LP). The General Partner(s) known as _____ ("General Partner(s)") agree to bear all responsibility on behalf of the Partnership. All other Partners are limited partners. <input type="checkbox"/> - Limited Liability Partnership (LLP). Each Partner is liable for their own negligence or wrongful acts, not financial obligations. <input type="checkbox"/> - Limited Liability Limited Partnership (LLLP). The General Partner(s) known as _____ ("General Partner(s)") and limited partners shall have limited liability. c.) Business Purpose. The Partnership's primary business purpose is: _____ d.) Term. This Agreement has an effective start date of _____, 20____ and shall continue: (choose one) <input type="checkbox"/> - In Perpetuity. This Agreement will exist indefinitely until the Partnership is dissolved or terminated, the processes for which are enumerated below ("Term"). <input type="checkbox"/> - For a Fixed-Term. The Partnership will effectively end on _____, 20____ ("Term").
II.	THE PARTNERS. The Partnership is organized as follows: Partner 1: _____ with a mailing address of _____ a.) Ownership: _____ % b.) Capital Contributions: \$ _____ c.) Signing Authority. Will the above-named Partner be able to sign contracts on behalf of the Partnership? <input type="checkbox"/> Yes <input type="checkbox"/> No Partner 2: _____ with a mailing address of _____ a.) Ownership: _____ % b.) Capital Contributions: \$ _____

CORPORATE MINUTES

Tip: Corporations and nonprofits should submit signed and dated corporate minutes like the example depicted below. Submissions without a **signature** and **date** will be returned for revisions.

INSTRUCTIONS TO USE WITH FORM #3 "Sample Minutes of Annual Meeting"

Special Note: It is usually helpful to print these instructions first so that you can refer back to them. Also, in the **Word Format** only - you can move from one fill in space to the next by pressing the F11 key on your computer key board. You can also move through the document by placing your cursor on the shaded fill in space and click once.

1. #1 - Type in the name of the LLC.
2. #2 - Type in the name of the LLC again.
3. #3 - Type in the date of the meeting.

If you want all of the members (owners) to be the managers of your LLC, then they should already be listed in Exhibit A to the Operating Agreement and do not need to be renamed here. If the managers are different people than the members, then you should insert their names here.

4. #4 - Type in the name of each member who was present at the meeting.
5. #5 - Type in the name of the person appointed secretary to take minutes of the meeting. This can be a temporary appointment or permanent for future meetings.
6. #6 - Type in the name of the individuals who will be managers of the LLC. Note: An LLC can also have an entity such as another LLC or corporation named as the manager. If that is the case, type in the name of the entity. If an entity is named as manager, it is usually helpful to also state the name of the authorized representative of the entity who will be acting for the entity as manager.
7. #7 - Type in a description of business or topic discussed.
8. #8 - Type in a description of what was agreed to by the members.

LEGAL ENTITY STRUCTURE FAQs

Q. What if my organization does not have these documents?

A. Please reach out to our team via Submittable to schedule a call and discuss next steps and your specific situation.

Q. What if I am a corporation and I do not have current officials?

A. Legally, corporations should have at least three officers: a president, secretary, and treasurer.

LEGAL ENTITY STRUCTURE FAQs

Q. My organization has not had a change in officers in a long time. How old can these documents be?

A. These documents should be from the last time officers were elected; it is fine if this was from a long time ago, provided no further changes have been made.

Q. Who can *sign* and *date* these documents?

A. These documents are typically signed by Board Presidents or Secretaries.



THANK YOU!