

## EXHIBIT "B"

In order for staff to prepare the legal documents, the Law Department requires the following information and documentation. The company name provided should be complete and accurate as to spelling and style, and its Entity formation state and type noted.

If *title* or *ownership* is in the name of a **CORPORATION**

A current Resolution of Corporate Authority documenting who is authorized to sign on behalf of the corporation. The name of the corporation should be complete and accurate as to spelling and style.

If *title* or *ownership* is in the name of a **LIMITED PARTNERSHIP**

A copy of Partnership Agreement documenting name and title of the current **General Partner** authorized to sign for the partnership.

- a) If the **General Partner** is a corporation, a Resolution of Corporate Authority will be required.

If *title* or *ownership* is in the name of an **PARTNERSHIP OR JOINT VENTURE**

A copy of the Partnership Agreement documenting name and title of the managing partner or person authorized to sign for the partnership.

If *title* or *ownership* is in the name of an **LIMITED LIABILITY COMPANY**

A current Resolution of Corporate Authority documenting who is authorized to sign on behalf of the company.

If *title* or *ownership* is in the name of an **INDIVIDUAL(s)**

Complete name(s) and address(es) are required.

If *title* or *ownership* is a **DBA**

Provide a copy of the Assumed Name Records Certificate of Ownership for Unincorporated Business or Profession.

**Resolution of Corporate Authority**

I, \_\_\_\_\_ {name}, the undersigned **Secretary** of \_\_\_\_\_ {name of corporation} the "Corporation", hereby certify that:

Corporation is a corporation duly organized and existing under the laws of the State of \_\_\_\_\_. The following is a true and accurate transcript of a Resolution adopted at the \_\_\_\_\_ {date} Board meeting. The Corporation's Board of Directors adopted the Resolution, which is contained in Corporation's minute book, at a duly authorized board meeting. A quorum of Corporation's Board of Directors was present at the entire board meeting and all actions taken at the meeting complied with Corporation's charter and by-laws. The Resolution has not been amended or revoked on the date signed below, and remains in full force and effect.

**Resolved**, that \_\_\_\_\_ {name} \_\_\_\_\_ {title} of \_\_\_\_\_ {name of corporation}, be and hereby is empowered to sign any and all documents, to take such steps, and to do such other acts and things, on behalf of said Corporation, as in his/her [strike one] judgment may be necessary, appropriate or desirable in connection with any Encroachment Agreement entered into with the City of Austin affecting the real property described as:

\_\_\_\_\_  
\_\_\_\_\_

A subdivision of Travis County, Texas, according to the map or plat of record in Volume \_\_\_\_\_, Page \_\_\_\_\_, of the Plat Records of Travis County, Texas, "Property".

**Resolved**, that all transactions with the City of Austin involving an Encroachment Agreement affecting the Property by any of the officers or representatives of the Corporation, in its name and for its account, prior to the adoption of these resolutions, are hereby ratified and approved for all purposes.

Signed and sealed on \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Secretary

**STATE OF TEXAS §**  
**COUNTY OF TRAVIS §**

Before me, \_\_\_\_\_ (name) the undersigned Notary Public of the State of Texas, on this day personally appeared \_\_\_\_\_, [choose one] {known to me or proved to me through \_\_\_\_\_ (TDL#)}, to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that s/he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_ .

\_\_\_\_\_  
Notary Public, State of Texas

Note: **Resolution of Corporate Authority must authorize the President or a Vice President to act on behalf of the corporation, and be signed by, attested, and dated by the corporate Secretary no earlier than three months before date of the Encroachment Agreement.**

**Resolution of Corporate Authority for General Partner**

I, \_\_\_\_\_ {name}, the undersigned **Secretary** of \_\_\_\_\_ {name of corporation} the "Corporation", hereby certify that:

Corporation is a corporation duly organized and existing under the laws of the State of \_\_\_\_\_. The following is a true and accurate transcript of a Resolution adopted at the \_\_\_\_\_ {date} Board meeting. The Corporation's Board of Directors adopted the Resolution, which is contained in Corporation's minute book, at a duly authorized board meeting. A quorum of Corporation's Board of Directors was present at the entire board meeting and all actions taken at the meeting complied with Corporation's charter and by-laws. The Resolution has not been amended or revoked on the date signed below, and remains in full force and effect.

**Resolved**, that \_\_\_\_\_ {name} \_\_\_\_\_ {title} of \_\_\_\_\_ {name of corporation}, be and hereby is empowered to sign any and all documents, to take such steps, and to do such other acts and things, on behalf of said Corporation, acting in its capacity as General Partner of \_\_\_\_\_ {name of Partnership}, a \_\_\_\_\_ {state} Limited Partnership, as in his or her judgment may be necessary, appropriate, or desirable in connection with any Encroachment Agreement entered into with the City of Austin affecting the real Property described as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

a subdivision of Travis County, Texas, according to the map or plat of record in Volume \_\_\_\_\_, Page \_\_\_\_\_, of the Plat Records of Travis County, Texas, "Property".

**Resolved**, that all transactions with the City of Austin involving an Encroachment Agreement affecting the Property by any of the officers or representatives of the Corporation, in its name and for its account, prior to the adoption of these resolutions, are hereby ratified and approved for all purposes.

Signed and sealed on \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Secretary

**STATE OF TEXAS §**  
**COUNTY OF TRAVIS §**

Before me, \_\_\_\_\_ (name) the undersigned Notary Public of the State of Texas, on this day personally appeared \_\_\_\_\_, [choose one] {known to me or proved to me through \_\_\_\_\_ (TDL#)}, to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that s/he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_.

\_\_\_\_\_  
Notary Public, State of Texas

**NOTE:** Resolution of Corporate Authority must authorize the **President** or a **Vice President** to act on behalf of the corporation, **and** be signed by, attested, and dated by the corporate **Secretary** no earlier than three months before date of the Encroachment Agreement.

**Resolution of Corporate Authority for a Limited Liability Company**

I, \_\_\_\_\_ {name}, the undersigned **Manager** of the license that is the member of \_\_\_\_\_ {name of limited liability company} the "Company", hereby certify that:

Company is a limited liability company duly organized and existing under the laws of the State of \_\_\_\_\_. The following is a true and accurate transcript of a Resolution adopted at the \_\_\_\_\_ {date} Member meeting. The Company's Members adopted the Resolution, which is contained in Company's minute book, at a duly authorized meeting. A quorum of Company's Members was present at the entire meeting and all actions taken at the meeting complied with Company's charter and by-laws. The Resolution has not been amended or revoked on the date signed below, and remains in full force and effect.

**Resolved**, that \_\_\_\_\_ {name} \_\_\_\_\_ {title} of \_\_\_\_\_ {name of Company}, is empowered to sign any and all documents, to take such steps, and to do such other acts and things, on behalf of said Company, as in his/her [strike one] judgment may be necessary, appropriate or desirable in connection with any Encroachment Agreement entered into with the City of Austin affecting the real property described as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

a subdivision of Travis County, Texas, according to the map or plat of record in Volume \_\_\_\_\_, Page \_\_\_\_\_, of the Plat Records of Travis County, Texas, "Property".

**Resolved**, that all transactions with the City of Austin involving an Encroachment Agreement affecting the Property by any Members of the Company, in its name and for its account, prior to the adoption of these resolutions, are hereby ratified and approved for all purposes.

Signed and sealed on \_\_\_\_\_, 20\_\_\_\_.

{Seal}

\_\_\_\_\_  
Member

**STATE OF TEXAS §**  
**COUNTY OF TRAVIS §**

Before me, \_\_\_\_\_ (name) the undersigned Notary Public of the State of Texas, on this day personally appeared \_\_\_\_\_, [choose one] {known to me or proved to me through \_\_\_\_\_ (TDL#)}, to be the person whose name is subscribed to the foregoing instrument and acknowledged to me that s/he executed the same for the purposes and consideration therein expressed.

Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_\_\_.

[SEAL]

\_\_\_\_\_  
Notary Public, State of Texas

**Note:** Resolution of Corporate Authority for an LLC must authorize the **Manager** or a **Member** to act on behalf of the limited liability corporation, **and** be signed by, attested, and dated by a **Member** no earlier than three months before date of the Encroachment Agreement.