



ARIZONA LLC AMENDMENT TO ARTICLES OF ORGANIZATION AGREEMENT
OVER 1,700 ARIZONA LLCs FORMED SINCE 2001



Complete this agreement to hire Arizona LLC attorney Richard Keyt and KEYTLaw, L.L.C. (the "Firm") to amend the Articles of Organization of your Arizona limited liability company. Paragraph 3 on this page states exactly what the Firm will do and the cost. Rick, a former partner in one of the largest law firms in Arizona, has practiced law and been forming entities in Arizona since 1980. He has a masters degree (LL.M.) in federal income tax law from New York University School of Law.

For information about the Firm, see www.keytlaw.com and Rick's [biography](#). For in depth articles about Arizona LLCs, see the [Arizona LLC Library](#). If you have questions about this Agreement or about amending the Articles of Organization of your Arizona LLC, call Rick's LLC legal assistant Katie Keyt at 602-906-4953, ext. 105 or send her an email at katie@keytlaw.com (no charge for questions about amending the Articles of Organization of an Arizona LLC).

Articles of Organization Amendment Services: The Firm will perform the following legal services for a guaranteed amount of \$195: (1) unlimited telephone calls about amending the Articles of Organization of the Company, (2) name selection advice (if the LLC is changing its name), (3) prepare custom drafted Articles of Amendment to the Articles of Organization and file it with the Arizona Corporation Commission ("ACC") on an **expedited** basis, (4) prepare the [ACC cover sheet](#), (5) give you the Articles of Amendment to the Articles of Organization with the ACC's "received" stamp, (6) give you the ACC's letter approving the amendment, (7) give you the Articles of Amendment to the Articles of Organization stamped with the ACC's "approved" stamp, (8) if required, publish the Articles of Amendment to the Articles of Organization in a newspaper in the appropriate county, and (9) if publication is required, obtain an Affidavit of Publication and file it with the ACC before the deadline. In addition to the \$195 legal fee, you must pay the \$60 ACC expedited filing fee and the cost to publish the Articles of Amendment to the Articles of Organization in a newspaper in the county where the company has its place of business. The publication cost is \$27 (for Maricopa county) and \$50 (for Pima county). If we publish in a county other than Maricopa or Pima, we will charge you \$75 initially and then bill you for the amount over \$75 when we get the final bill from the newspaper.

If you are changing the name of an LLC, we are not advising you with respect to and we are not responsible for selecting a name that does not infringe on a trademark or service mark. Before you select a new name for your LLC, check the ACC's [Name Availability Database](#) to determine if your prospective name is available in Arizona. The ACC will accept a new LLC name unless the new name is identical to the name of an existing Arizona entity or tradename.

We require payment in advance before we provide any services. Unless there are unforeseen costs (for example you want us to send documents to you via FedEx or out of the U.S.) or developments or you hire us for additional services unrelated to amending the Articles of Organization of your company (at our current hourly rates), the amount you agree to pay in this Agreement will be the only amount you pay us for amending the Articles of Organization of your LLC. We will send an itemized invoice. You agree to pay any unpaid amount within ten days after we mail the invoice. If you do not pay an invoice within thirty days, we may charge interest on unpaid amounts at the rate of 1.5% per month, and we may terminate our services and/or withdraw from further representation of the company. The entire amount you pay KEYTLaw, LLC, for fees and costs is nonrefundable, but you may nevertheless discharge KEYTLaw, LLC, and Richard Keyt at any time and in that event you may be entitled to a refund of all or part of the fee based upon the value of the representation.

We are not acting as your attorney in advising you with respect to this Agreement because we would have a conflict of interest in doing so. If the LLC has more than one member, we will represent only the LLC rather than the interests of any member even in we are paid by a party other than the LLC. If you or any person or entity affiliated with the company have questions about this Agreement, we recommend that each concerned person consult with other legal counsel. You are hiring the Firm to amend the Articles of Organization of an Arizona LLC, not to advise the LLC or its members or managers with respect to federal or state income tax issues or securities law. You must consult with other attorneys to advise you on federal and state tax and securities laws.

Note: Arizona Revised Statutes Section 29-657 states: "A. If any articles of organization . . . contain any false statement, a person, including a member of a limited liability company, who suffers loss by relying on the false statement may recover damages for the loss from the limited liability company and from: 1. Any person who executes the articles, or causes another to execute the articles on his behalf, and knew or reasonably should have known, and any responsible person who knew or reasonably should have known, the statement to be false at the time the articles were executed. 2. Any responsible person who knows or reasonably should have known that any arrangement or other fact described in the articles has changed, making the statement inaccurate in any respect within a sufficient time before the statement was relied upon reasonably to have enabled that responsible person to amend the articles. B. For purposes of this section, "responsible person" means a manager of a limited liability company in which management is vested in a manager or managers and a member of a limited liability company in which management is reserved to the members."

SELECT YOUR DESIRED SERVICES & GUARANTEED FIXED FEE

Click your mouse on the boxes below to select your services & associated fees. Fill in the blanks online by clicking on a box or by typing the information in each blank space. Push the **TAB** key to move to the next field and the **SHIFT + TAB** key to move backwards.

\$195 **Prepare Articles of Amendment to the Articles of Organization:** We provide all of the nine services and items listed in paragraph 3 on page 1 using normal processing time (7 - 10 days) to prepare the Articles of Amendment to the Articles of Organization and file it with the ACC.

\$60 **Arizona Corporation Commission Expedited Filing Fee.**

\$27 **Publication Cost – Maricopa County. Only needed if changing the name of an LLC.**

\$55 **Publication Cost – Pima County. Only needed if changing the name of an LLC.**

\$75 **Publication Cost – Any County Other than Maricopa & Pima. Only needed if changing the name of an LLC.** The actual cost will be greater. We will bill you for the excess over \$75 when we get the final bill from the newspaper and send you a copy of it.

\$200 **One Business Day Super Expedited Service** to prepare the Articles of Amendment to the Articles of Organization (normally 7 - 10 days) and email it to you for review and signature.

\$100 **Three Business Day Expedited Service** to prepare the Articles of Amendment to the Articles of Organization (normally 7 - 10 days) and email it to you for review and signature.

\$_____ Total amount to be paid to KEYTLaw, LLC.

CONTACT INFORMATION FOR THE LLC'S MANAGER OR MEMBER

The contact person is the person we will send documents & correspondence to and contact him or her if we need more information or have questions about the Articles of Amendment to the Articles of Organization for the company. The contact person should obtain the necessary signature on the Articles of Amendment to the Articles of Organization and the fax, mail, email or deliver the signed amendment back to KEYTLaw, LLC. This information is for KEYTLaw internal use only.

Name of Contact Person

Street address City, State Zip Code

Primary Voice Phone

Email Address

ON NEXT PAGE INDICATE CHANGES TO BE MADE TO THE LLC'S CURRENT ARTICLES OF ORGANIZATION

FOR NAME CHANGES: ANSWER QUESTIONS 1, 2, 3, 4 & 7

TO CHANGE PLACE OF BUSINESS: ANSWER QUESTIONS 1, 5 & 6

TO ADD OR REMOVE A MEMBER: ANSWER QUESTIONS 1, 10 & 11 (MEMBER MANAGED) OR 12 (MANAGER MANAGED)

To ADD OR REMOVE A MANAGER: ANSWER QUESTIONS 1, 13, & 14

To CHANGE THE STATUTORY AGENT: ANSWER QUESTIONS 1 & 15.

1. Current Company Name:	<hr/>			
2. Change LLC Name:	Yes	No		
3. New LLC Name:	<hr/>			
4. New LLC Name Ending:	LLC	L.L.C.	PLLC	P.L.L.C.
5. Change LLC's Place of Business in AZ:	Yes	No		
6. New Place of Business in AZ:	<hr/>			
	Street address	City,	State	Zip Code
7. County Where Located:	<hr/>			
8. Change Management Type:	Yes	No		
9. New Management Type:	Manager Managed		Member Managed	
10. Change Members	Yes	No		
11. For Member Managed LLCs Only: List Names & Addresses of ALL Members:	<hr/>			
	<hr/>			
	<hr/>			
	<hr/>			
12. For Manager Managed LLCs Only: List Names & Addresses of ALL Members Who Own 20% or More	<hr/>			
	<hr/>			
	<hr/>			
	<hr/>			
13. Change Managers	Yes	No		
14. List Names & Addresses of all Managers:	<hr/>			
	<hr/>			
	<hr/>			
15. Change Statutory Agent:	<hr/>			
	Name and address of new statutory agent			

SIGNATURE OF AUTHORIZED REPRESENTATIVE OF THE COMPANY

The undersigned signs this agreement on behalf of the undersigned and the Arizona limited liability company named above and represents and warrants that the information contained above is correct as of the date of this Agreement.

Print Signer's Name

KEYTLaw, L.L.C., an Arizona limited liability company

Signature of Member or Manager

By: _____
Richard Keyt, Manager

Signing as: Member Manager

HOW TO DELIVER THIS SIGNED AGREEMENT TO KEYTLAW

1. **Sign It:** Have an authorized member or manager of the limited liability company sign this Agreement.
2. **Deliver:** Scan and email, fax, mail or deliver this signed Agreement to Richard Keyt per one of the following methods.
3. **Scan & Email:** Scan this completed and signed Agreement and save it on your computer. Attach the scanned agreement to an email and send it to Richard Keyt at rickkeyt@keytlaw.com.
4. **Fax:** Fax this Agreement directly to Richard Keyt at 602-297-6890. You do not need a cover sheet.
5. **Snail Mail:** Mail or deliver the Agreement in a sealed envelope addressed as indicated to one of the following addresses:

Preferred Address (our UPS Store mail box)
Give the envelope to the clerk behind the counter

Secondary Address (Office)
Give the envelope to the receptionist in Suite 130

Richard Keyt
5025 North Central Avenue, #467
Phoenix, Arizona 85012

Richard Keyt
3001 East Camelback Road, Suite 130
Phoenix, Arizona 85016

If you have any questions about this agreement or about amending the Articles of Organization of an Arizona LLC, call Richard Keyt's legal assistant Katie Keyt at 602-906-4953, ext. 105 or email her at katie@keytlaw.com.

CONFIRMATION FROM KEYTLAW ON RECEIVING THIS AGREEMENT & YOUR PAYMENT

When we receive this agreement and your payment, we will send you an email message confirming receipt. If we do not get either your agreement or your payment, we will notify you of that fact by another email. We usually send the confirmation email within a few hours if we receive it on a business day between 8 and 5 pm. If we receive your agreement and payment on a non-business day or after hours, we may not send a confirmation email until the next business day.

HOW TO PAY

1. **Preferred Method:** [Click on this link to go to our secure online store](#) and pay by Visa or MasterCard.
2. Mail or deliver your check payable to: **KEYTLaw, LLC** to Richard Keyt, 5025 North Central, #467, Phoenix, Arizona 85012.
3. Call 602-906-4953, ext. 105 and give your credit card information to Richard Keyt's legal assistant Katie Keyt.