



APPLICATION TO REGISTER AN LLC TO DO BUSINESS IN ARIZONA
SERVICE AGREEMENT



OVER 1,800 ARIZONA ENTITIES FORMED SINCE 2001

Use this online service agreement to hire Arizona corporate attorney Richard Keyt and KEYTLaw, L.L.C. (the "Firm") to prepare the documents necessary to register your limited liability company to do business in Arizona for a fixed legal fee of \$295 plus the Arizona Corporation Commission expedited filing fee of \$185. This Agreement states exactly what the Firm will do in exchange for the fixed fee. You may pay by check, Visa or MasterCard.

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. For information about the Firm, see www.keytlaw.com and Rick's [biography](#).

To hire the Firm to prepare the documents to register your limited liability company to do business in Arizona, complete this agreement and return it to the Firm with your payment. You may complete this agreement in 5 – 10 minutes by typing the answers directly in the blank spaces or print the agreement and complete it with a pen. Deliver the completed agreement: (i) by faxing it to Rick at 602-297-6890, or (ii) mail or deliver it to Rick at either address listed on the last page. On receiving your signed Agreement and payment, Rick will mail or email the registration documents to you for signature. If you have questions about registering your limited liability company to do business in Arizona or this agreement, call Rick at 602-906-4953 ext. 101 (no charge for questions related to registering your limited liability company to do business in Arizona).

Registration Services: The Firm will perform the following legal services for a fixed fee of \$350: (1) unlimited telephone consultations with Arizona limited liability company attorney Richard Keyt with respect to questions about registering your limited liability company to do business in Arizona and related issues, (2) Arizona LLC name review and alternate name advice if needed, (3) prepare the Application for Registration of a Foreign Limited Liability Company, (4) prepare the Arizona Corporation Commission ("ACC") cover sheet; (5) file the Application for Registration of a Foreign Limited Liability Company with the ACC on an expedited basis; (6) give you a copy of the Application stamped with the ACC's "received" stamp, (7) give you the approved Application with the ACC "approved" stamp. In addition, you must pay the ACC expedited filing fee of \$185.

Important Name Information. Before completing this agreement, check the ACC's [Name Availability Database](#) to determine if your limited liability company's exact name is used by an Arizona entity or registered as a tradename with the Arizona Secretary of State. If the exact name of your limited liability company is used in Arizona by another entity or is registered as a tradename with the Arizona Secretary of State, your limited liability company cannot register to do business or conduct affairs in Arizona under its actual name. Instead, the limited liability company must register a tradename (a dba or fictitious name) with the Arizona Secretary of State for use in Arizona and deliver to the ACC a copy of the tradename certificate and resolutions of the members of the limited liability company authorizing the limited liability company to transact business in Arizona using the 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 ask us to obtain a Certificate of Good Standing for your limited liability company) or developments or you hire us for additional services unrelated to forming your limited liability company, the amount you select on the next page will be the only amount you pay us for registering your limited liability company in Arizona. We will send itemized invoices. 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. The person who pays our fees and costs by credit card confirms that the company that issued the credit card allows charges for future services, costs and expenses. After three years, we may destroy all documents we collect during the time we provide services.

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. We will represent only the limited liability company rather than the interests of any shareholder, director, officer or any other person or entity. If you or any person or entity affiliated with the limited liability company have questions about this Agreement, we recommend that each concerned person consult with other legal counsel. You are hiring the Firm only to register your limited liability company to do business in Arizona, not for any other purpose.

DOCUMENTS YOU MUST SEND TO THE FIRM

When you send this agreement to the Firm, you must also include the following documents:

- 1. a certificate of the limited liability company's existence (such as a Certificate of Good Standing) authenticated by the appropriate government agency of the limited liability company's state of formation. THIS DOCUMENT MUST BE DATED WITHIN 60 DAYS OF THE DATE WE FILE THE APPLICATION WITH THE ARIZONA CORPORATION COMMISSION.
- 2. Copy of the LLC's Articles of Organization and all amendments to the Articles of Organization

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.

- \$295 **Registration Service:** Preparation of the Application to Register Foreign Limited Liability Company & related services listed in paragraph 4 on page 1 using normal processing time (7 - 10 days).
- \$185 **Filing Fee:** This is the expedited filing fee paid to the Arizona Corporation Commission.
- \$ 99 **Statutory Agent Service:** Annual fee for KEYTLaw, LLC, to be the limited liability company's statutory agent in Arizona. Every foreign entity that registers to do business in Arizona must have an Arizona statutory agent, which some states call a resident agent. If we are to be the limited liability company's statutory agent, an authorized officer of the limited liability company must complete, sign and deliver to us our Statutory Agent / Known Place of Business Service Agreement found here: www.keytlaw.com/azllc/statagreement.pdf.
- \$150 **Ancillary Document Acquisition Service Fee:** Check this box if you want us to contact your state agency and obtain a Certificate of Good Standing for your LLC. We will bill you for the actual cost for the document.
- \$195 **Member Resolutions:** Check this box if you want us to prepare resolutions for the members of the LLC to sign authorizing the limited liability company to adopt a tradename for use in Arizona. **Important Note:** If your limited liability company cannot operate in Arizona under its name, it must register a tradename (a dba) with the Arizona Secretary of State and operate in Arizona using the tradename. See the ACC's [Name Availability Database](#) to determine if your limited liability company's exact name is used by an Arizona entity.
- \$200 **One Business Day Super Expedited Service** to prepare the Application for Authority (normally 7 - 10 days)
- \$100 **Three Business Day Expedited Service** to prepare the Application for Authority (normally 7 - 10 days)
- \$_____ Total amount to be paid to KEYTLaw, LLC.

LIMITED LIABILITY COMPANY INFORMATION

1. **Exact LLC Name:**

State of LLC formation

Formation date

2. **Address of the principal office of the limited liability company in its state of formation:**

Street Address

City, State Zip Code

3. **The purpose of the company or the general character of business it proposes to transact in AZ:**

**4. Management Type
(see Articles of
Organization):**

Member managed: Yes no

Manager managed: Yes no

**5. Name and address of
the LLC's statutory
agent in Arizona**

use KEYTLaw, LLC, as the statutory agent for \$99 a year

Name of the LLC's statutory agent in Arizona

Statutory Agent's Street address City, Arizona Zip Code

**6. Address of the
principal office of the
LLC in its state of
formation**

Street Address City, State Zip Code

This is the address of the office required to be maintained in the state of formation, if required; or, if not required, the address of the principal office of the company in its state of formation.

7. Contact Person:

Who we contact if we have questions. This is the person we will send correspondence to.

Contact's street address City, State Zip Code

Contact's phone number Contact's email address

MEMBER INFORMATION

SUPPLY THE REQUESTED INFORMATION FOR EVERY MEMBER

1st Member:

First Name Middle Initial Last Name Percent of the LLC owned by this member

Street address City State Zip Code

Primary Phone Number Email Address

2nd Member:

First Name Middle Initial Last Name Percent of the LLC owned by this member

Street address City State Zip Code

Primary Phone Number Email Address

3rd Member:

First Name Middle Initial Last Name Percent of the LLC owned by this member

Street address City State Zip Code

Primary Phone Number Email Address

4th Member:

| | | | |
|----------------------|----------------|---------------|---|
| First Name | Middle Initial | Last Name | Percent of the LLC owned by this member |
| Street address | | City | State Zip Code |
| Primary Phone Number | | Email Address | |

5th Member:

| | | | |
|----------------------|----------------|---------------|---|
| First Name | Middle Initial | Last Name | Percent of the LLC owned by this member |
| Street address | | City | State Zip Code |
| Primary Phone Number | | Email Address | |

Signature of an Member or Manager

The undersigned signs this agreement on behalf of the undersigned and the limited liability company named above.

Print Signer's Name

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

Signature of Member or Manager

By: _____
Richard Keyt, Manager

Title of Signer: _____

How to Deliver this Agreement to KEYTLaw

1. **Fax:** Fax this Agreement directly to Richard Keyt at 602-297-6890. You do not need a cover sheet.
2. **Mail:** Mail or deliver the Agreement in a sealed envelope addressed as indicated to one of the following addresses:

| | |
|--|---|
| <p style="text-align: center;">Preferred Address (our UPS Store mail box) Give the envelope to the clerk behind the counter</p> | <p style="text-align: center;">Secondary Address (Office) Give the envelope to the receptionist in Suite 130</p> |
|--|---|

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

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

How to Pay

1. **Preferred Method:** [Click on this link](#) to access our Credit Card Authorization form to pay using your Visa or MasterCard. The form is located at www.keytlaw.com/cca.pdf. Complete the Credit Card Authorization form, sign it and send it to us with this agreement using one of the methods listed above.
2. Mail or deliver your check payable to: **KEYTLaw, LLC** to the address at the top of this page.
3. Call 602-906-4953, ext. 106 and give your credit card information to Richard Keyt's legal assistant Milena.