

# License Agreement- Signature Instructions

## Please Read Carefully

Per the direction of our County Counsel, we have changed the requirements for contract signatures. Please follow the instructions below to ensure that your organization's contract is correctly executed.

On the third pages of your organization's License Agreements and on the Rider Acknowledgement Form that follows, there are two signature lines.

**If your organization is a non-profit or for-profit corporation** as indicated on the first page of the License Agreement, your License Agreements and Rider Acknowledgment Form must be signed by two individuals, one from each of the following individual categories:

The first signature must be from one of the following members of the Board:

- Chairman, or
- President, or
- Vice-President

The second signature must be from one of the following members of the Board:

- Secretary, or
- Assistant Secretary, or
- Chief Financial Officer, or
- Assistant Treasurer.

**If a representative of the organization has been granted authority to sign contracts on behalf of the organization's Board**, the Lease Agreement and Rider Acknowledgement Form may be signed solely by that representative if a copy of the Board's resolution granting signing authority is returned with the completed contract package.

**If your organization is a sole proprietorship**, the contract requires only one signature by the individual under which the organization's name is registered- please leave the second signature line blank.

If you have any questions about this process, please contact Alma Guzman or Heather Rigby in the Ford's Administrative Office at (323) 856-5793.

Thank you.