

To form a **corporation to manage a common interest development association** in California, you can fill out this form or prepare your own document, and submit for filing along with a **\$30** filing fee. A separate, non-refundable **\$15** service fee also must be included, if you drop off the completed form or document.

Important! Nonprofit corporations in California **are not** automatically exempt from paying California franchise tax or income tax each year. For information about tax requirements and/or applying for tax-exempt status in California, go to https://www.ftb.ca.gov/businesses/exempt_organizations or call the California Franchise Tax Board at (916) 845-4171.

Note: *Before submitting this form*, you should consult with a private attorney for advice about your specific business needs.

This Space For Office Use Only

For questions about this form, go to www.sos.ca.gov/business/be/filing-tips.htm

Corporate Name (List the proposed corporate name. Go to www.sos.ca.gov/business/be/name-availability.htm for general corporate name requirements and restrictions.)

① The name of the corporation is _____

Corporate Purpose (Check the applicable box. Only 1 box may be selected.)

② This corporation is a nonprofit **Mutual Benefit Corporation** organized under the Nonprofit Mutual Benefit Corporation Law. The purpose of this corporation is to engage in any lawful act or activity, other than credit union business, for which a corporation may be organized under such law. This corporation is an association formed to manage a common interest development under the:

- Davis-Stirling Common Interest Development Act (California Civil Code section [4000 et seq.](#)).
- Commercial and Industrial Common Interest Development Act (California Civil Code section [6500 et seq.](#)).

Service of Process (List a California resident or a California registered corporate agent that agrees to be your initial agent to accept service of process in case your corporation is sued. You may list any adult who lives in California. You may **not** list your own corporation as the agent. **Do not** list an address if the agent is a California registered corporate agent as the address for service of process is already on file.)

③ a. _____
Agent's Name

b. _____
Agent's Street Address (if agent is **not** a corporation) - Do not list a P.O. Box City (no abbreviations) State Zip

Corporate Addresses

④ a. _____
Initial Street Address of Corporation - Do not list a P.O. Box City (no abbreviations) State Zip

b. _____
Initial Mailing Address of Corporation, if different from 4a City (no abbreviations) State Zip

c. _____
Business or Corporate Office of Common Interest Development, if any City (no abbreviations) State Zip

d. _____
Front street and nearest cross street for the physical location of the common interest development, if 4c is not physically on site

Managing Agent (List the name and address of the association's managing agent, if any.)

⑤ _____
Managing Agent's Name Address City (no abbreviations) State Zip

Additional Statements (The following statements are for tax-exempt status in California.)

⑥ a. The specific purpose of this corporation is to _____.

b. Notwithstanding any of the above statements of purposes and powers, this corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the specific purposes of this corporation.

This form must be signed by each incorporator. If you need more space, attach extra pages that are 1-sided and on standard letter-sized paper (8 1/2" x 11"). All attachments are made part of these articles of incorporation.



Incorporator - Sign here

Print your name here

Make check/money order payable to: **Secretary of State**

Upon filing, we will return one (1) uncertified copy of your filed document for free, and will certify the copy upon request and payment of a \$5 certification fee.

By Mail

Secretary of State
Business Entities, P.O. Box 944260
Sacramento, CA 94244-2600

Drop-Off

Secretary of State
1500 11th Street, 3rd Floor
Sacramento, CA 95814



Mail Submission Cover Sheet

Instructions:

- Submit this document with your filing. **This information will be used to resolve questions with the filings attached.** This form will be treated as correspondence and will not be made part of the filed document.
- Make all **checks** payable to the Secretary of State.
- Do not include a \$15 counter fee when submitting documents by mail.
- Standard processing time for **submissions** to this office is approximately 5 business days from receipt. All **submissions** are reviewed in the date order of receipt. For updated processing time information, visit www.sos.ca.gov/business/be/processing-times.

Optional Copies and Certificates:

- A customer who submits documents with a filing fee of \$25.00 or more will receive one (1) uncertified copy of the documents for free and, at the time of filing, the free copy may be certified for a \$5.00 certification fee.
- Customers requesting additional copies must include a \$1.00 for the first page and \$.50 for each additional page. Each certified copy requires an additional \$5.00 certification fee.
- At the time of filing, a Certificate of Status/Good Standing may be requested with a payment of a \$5 fee.

Contact Person to resolve questions with this filing: (Please type or print legibly)

First Name: _____ Last Name: _____

Phone: _____

Entity Information: (Please type or print legibly)

Name: _____

Entity Number (if applicable): _____

Comments: _____

Return Address: For written communication from the Secretary of State related to this document, or if purchasing a copy of the filed document enter the name of a person or company and the mailing address.

Name: [_____]

Company: _____

Address: _____

City/State/Zip: [_____]

Secretary of State Use Only	
T/TR:	_____
AMT REC'D:	\$ _____