

How to Sign a GAR Contract

Identify the named party and the signer's capacity — then verify authority and send the supporting documents to the closing attorney.

COMPANY SIGNATURES

Corporation

John Doe as President

Doe Inc.

Include the signer's capacity — President, CEO, or another authorized corporate officer.

Limited liability company (LLC)

John Doe as Manager

Doe LLC

Include the capacity — Manager, Managing Member, or Sole Member — per the LLC's governing documents.

TRUST SIGNATURE

Jane Doe as Trustee

The Doe Family Trust

Get the trust agreement and ALL amendments to verify the trust's name, trustee(s), and signing powers.

ESTATE SIGNATURES

Executor — Letters have been issued

Jane Doe as Executor

The Estate of John Doe

Administrator — Letters have been issued

Jane Doe as Administrator

The Estate of John Doe

Will — Letters not yet issued (Proposed Executor)

Jane Doe as Proposed Executor

The Estate of John Doe

No will — Letters not yet issued (Proposed Administrator)

Jane Doe as Proposed Administrator

The Estate of John Doe



When Letters have been issued, no contingency is needed if the Personal Representative has authority — unless the court must approve the sale terms. When Letters have NOT been issued, add a contingency if there is any doubt authority will arrive before Closing.

POWER OF ATTORNEY SIGNATURES

First format

John Doe by Jane Doe as Attorney in Fact

John Doe

Alternate format

Jane Doe for John Doe as Attorney in Fact

John Doe

The attorney-in-fact signs FOR the principal (John Doe). Send the POA to the closing attorney — a general POA may work for the contract but is usually not accepted for closing.

COURT-DIRECTED SIGNING

Guardianship or conservatorship

The conservator signs for property and finances — format: “[Name] as Conservator for [Name].” Get the court letters/order and court approval of the sale terms.

Bankruptcy

Sign per the bankruptcy court order, and add a contingency. Get the court order authorizing the sale.

The signature must include the signer's capacity, and the entity's or court's documents determine who must sign.

NOT A VALID SIGNATURE

- ✗ The entity name alone — a person must sign for it.
- ✗ A name with no capacity when signing for an entity.
- ✗ A title with no entity named — “as President” of what?

