

Form Kit A

MINUTES OF THE SPECIAL MEETING OF DIRECTORS

OF [COMPANY NAME]

A [STATE OF INCORPORATION] Corporation

A Special Meeting of the Directors was held at [ADDRESS OF SPECIAL MEETING], on the [DAY] of [MONTH], 20[2-DIGIT YEAR].

Being a quorum of the Board of Directors, the following individuals were present:

_____	_____
_____	_____
_____	_____

[NAME OF TEMPORARY SECRETARY] was appointed temporary Secretary of the meeting.

The Secretary presented the Waiver of Notices received by the individual directors and shall attach said waivers to the minutes of this meeting.

The Chairman then stated that the Board of Directors shall resolve the following:

Resolved, that the Corporation shall rent the premises listed below for Board meetings at the fair market value of such premises. It is known to all Board members that the premises is ordinarily used as the residence of one of the shareholders/directors. A valuation was conducted and is attached hereto to demonstrate the fair market value of the premises rented.

Premises: [RESIDENTIAL ADDRESS]
Daily Rate: [FAIR MARKET RENTAL RATE]

There being no further business before this meeting, on motion duly made, seconded, and carried, this meeting is adjourned.

Dated this [DAY] of [MONTH], 20[2-DIGIT YEAR], by the following directors:

_____ Director	_____ Director
_____ Director	_____ Director
_____ Director	_____ Director

WAIVER OF NOTICE FOR SPECIAL MEETING OF THE BOARD OF DIRECTORS

OF [COMPANY NAME]
A [STATE OF INCORPORATION] Corporation

We, the undersigned Directors, hereby agree and consent that the Special Meeting of the Board of Directors of the Corporation shall be held on the date, at the location, and the time stated below:

DATE: [MEETING DATE]

TIME: [TIME]

LOCATION: [ENTER ADDRESS OF MEETING]

We, the undersigned directors, do hereby waive all notice of the meeting and any adjournment thereof.

Dated this [DAY] of [MONTH], 20[2-DIGIT YEAR], by the following directors:

Dated this [DAY] of [MONTH], 20[2-DIGIT YEAR], by the following directors:

Director

Director

Director

Director

Director

Director

VALUATION WORKSHEET

This valuation is being done for the purpose of determining the fair market rate of renting a meeting room for Board and shareholder meetings of the below-named corporation. Once the valuation is completed, the corporation will determine which location it shall use for its meeting place. Aside from price, other factors to be considered are convenience of the Board members or shareholders, the access to information necessary to conduct a proper meeting, and the atmosphere of the location.

Corporation Name: [NAME OF CORPORATION]

First Location: [NAME AND ADDRESS]

Price Per Day: [DAILY RATE]

Notes (include size, amenities, convenience, etc.): _____

Second Location: [NAME AND ADDRESS]

Price Per Day: [DAILY RATE]

Notes (include size, amenities, convenience, etc.): _____

Third Location: [NAME AND ADDRESS]

Price Per Day: [DAILY RATE]

Notes (include size, amenities, convenience, etc.): _____

AGREEMENT TO RENT RESIDENCE TO A CORPORATION

1. PARTIES:

The parties to this rental agreement are:

Owner of Residence: [HOMEOWNER NAME]

Corporation (Tenant): [CORPORATION NAME]

Principal Office: [CORPORATION ADDRESS]

2. PROPERTY:

Owner rents the following property to the Tenant:

Description of Premises: _____

3. TERM:

This rental agreement is for one day. Additional days may be added under this Agreement for rentals during the calendar year [4-DIGIT YEAR] by agreement of both parties.

4. RENT:

The rental shall be [DAILY RATE] per day, payable and due within 30 days.

5. UTILITIES:

Utilities shall be paid by the Owner.

The undersigned acknowledge that they have read the rental agreement and will comply with its terms.

Dated this [DAY] of [MONTH], 20[2-DIGIT YEAR].

Owner

_____ its
[DIRECTOR/SHAREHOLDER] on behalf of
[CORPORATION NAME]

Form Kit B

MINUTES OF THE SPECIAL MEETING OF DIRECTORS

OF _____

A _____ Corporation

A Special Meeting of the Directors was held at _____,
on the _____ of _____, 20_____.

Being a quorum of the Board of Directors, the following individuals were present:

_____	_____
_____	_____
_____	_____

_____ was appointed temporary Secretary of the meeting.

The Secretary presented the Waiver of Notices received by the individual directors and shall attach said waivers to the minutes of this meeting.

The Chairman then stated that the Board of Directors shall resolve the following:

Resolved, that the Corporation shall rent the premises listed below for Board meetings at the fair market value of such premises. It is known to all Board members that the premises is ordinarily used as the residence of one of the shareholders/directors. A valuation was conducted and is attached hereto to demonstrate the fair market value of the premises rented.

Premises: _____

Daily Rate: _____

There being no further business before this meeting, on motion duly made, seconded, and carried, this meeting is adjourned.

Dated this _____ of _____, 20_____, by the following directors:

_____ Director	_____ Director
_____ Director	_____ Director
_____ Director	_____ Director

WAIVER OF NOTICE FOR SPECIAL MEETING OF THE BOARD OF DIRECTORS

OF _____

A _____ Corporation

We, the undersigned Directors, hereby agree and consent that the Special Meeting of the Board of Directors of the Corporation shall be held on the date, at the location, and the time stated below:

DATE: _____

TIME: _____

LOCATION: _____

We, the undersigned directors, do hereby waive all notice of the meeting and any adjournment thereof.

Dated this _____ of _____, 20_____, by the following directors:

Director

Director

Director

Director

Director

Director

VALUATION WORKSHEET

This valuation is being done for the purpose of determining the fair market rate of renting a meeting room for Board and shareholder meetings of the below-named corporation. Once the valuation is completed, the corporation will determine which location it shall use for its meeting place. Aside from price, other factors to be considered are convenience of the Board members or shareholders, the access to information necessary to conduct a proper meeting, and the atmosphere of the location.

Corporation Name: _____

First Location: _____ Price Per Day: _____

Notes (include size, amenities, convenience, etc.): _____

Second Location: _____ Price Per Day: _____

Notes (include size, amenities, convenience, etc.): _____

Third Location: _____ Price Per Day: _____

Notes (include size, amenities, convenience, etc.): _____

AGREEMENT TO RENT RESIDENCE TO A CORPORATION

1. PARTIES:

The parties to this rental agreement are:

Owner of Residence: _____

Corporation (Tenant): _____

Principal Office: _____

2. PROPERTY:

Owner rents the following property to the Tenant:

Description of Premises: _____

3. TERM:

This rental agreement is for one day. Additional days may be added under this Agreement for rentals during the calendar year _____ by agreement of both parties.

4. RENT:

The rental shall be _____ per day, payable and due within 30 days.

5. UTILITIES:

Utilities shall be paid by the Owner.

The undersigned acknowledge that they have read the rental agreement and will comply with its terms.

Dated this _____ of _____, 20_____.

Owner _____ its
_____ on behalf of
