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| Special Instructions to I | Filing Officer:     |           |
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# COVER LETTER

| TO:        | New Filing Section<br>Division of Corporations  |                  |  |
|------------|---|------------------|--|
| SUBJEC     | Be Balanced Bookkeeping , LL  | С                |  |
| SOBJEC     |   | Limited Liabilit | y Company  |
| The encl   | osed Articles of Organization and fee(s)  | are submitted    | for filing.  |
| Please re  | eturn all correspondence concerning this  | matter to the fo | llowing:   |
|            | JANE BRESCIA  |                  |  |
|            |   | Name of I        | Person   |
|            | Be Balanced Bookkeeping , LLC   |                  |  |
|            |   | Firm/Cor         | npany  |
|            | 5513 NW 41ST AVENUE   |                  |  |
|            |   | Addre            | SS   |
|            | COCONUT CREEK, FL 33073   |                  |  |
|            | janebrescia@comcast.net   | City/State and   | Zip Code   |
|            |   | sed for future a | nmial report notification)   |
| For furthe | er information concerning this matter, plo  | ease call:       |  |
|            | JANE BRESCIA  | 954              | 654-5778   |
|            | Name of Person  | Area Code        | Daytime Telephone Number   |
| Enclosed   | d is a check for the following amount:  |                  |  |
|            | Filing Fee S130.00 Filing Fee & Certificate of Status   | └Certific        | O Filing Fee & S160.00 Filing Fee, d Copy l copy is enclosed) Certificate of Status & Certified Copy (additional copy is enclosed) |
|            | Mailing Address New Filing Section Division of Corporations P.O. Box 6327 Tallahassee, FL 32314 |                  | Street Address  New Filing Section  Division of Corporations  Clifton Building  2661 Executive Center Circle                       |

Tallahassee, FL 32301

### ARTICLES OF ORGANIZATION FOR FLORIDA LIMITED LIABILITY COMPANY

### ARTICLE I - Name:

The name of the Limited Liability Company is:

Be Balanced Bookkeeping, LLC

(Must contain the words "Limited Liability Company, "L.L.C.," or "LLC.")

### **ARTICLE II - Address:**

The mailing address and street address of the principal office of the Limited Liability Company is:

### Principal Office Address:

Mailing Address:

5513 NW 41ST AVENE COCONUT CREEK , FL 33073 5513 NW 41ST AVENUE COCONUT CREEK, FL 33073

## ARTICLE III - Registered Agent, Registered Office, & Registered Agent's Signature:

(The Limited Liability Company cannot serve as its own Registered Agent. You must designate an individual or another business entity with an active Florida registration.)

The name and the Florida street address of the registered agent are:

| JANE BRESCIA           |                   |          |  |  |
|------------------------|-------------------|----------|--|--|
|                        | Name              |          |  |  |
| 5513 NW 41ST AVENUE    |                   |          |  |  |
| Florida street address | (P.O. Box NOT acc | eptable) |  |  |
| COCONUT CREEK          | FLORIDA           | 33073    |  |  |
| City                   | State             | Zip      |  |  |

Having been named as registered agent and to accept service of process for the above stated limited liability company at the place designated in this certificate, I hereby accept the appointment as registered agent and agree to act in this capacity. I further agree to comply with the provisions of all statutes relating to the proper and complete performance of my duties, and I

am familiar with and accept the obligations of my position as registered agent as provided for in Chapter 605, F.S..

(CONTINUED)

| <u>Title:</u> "AMBR" = Authorized Member              | Name and Address:  |
|---|--|
| "MGR" = Manager<br>MGR                                | JANE BRESCIA   |
|   | 5513 NW 41ST AVENUE  |
|   | COCONUT CREEK, FL 33073  |
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| (Use attachment if necessary)                         |  |
| (If an effective date is listed, the date must be spe | of filing: (OPTIONAL) reflicand cannot be more than five business days prior to or 90 days after neet the applicable statutory filing requirements, this date will not be listed as of State's records.  |
| ARTICLE VI: Other provisions, if any.                 | INLL <sup>3</sup> JUL  |
|   | <u>13</u> ω  |
|   | To the second se |
| REQUIRED SIGNATURE:                                   | ar Bresca SEE, FL  |
| This document is execut<br>I am aware that any false  | mber or an authorized representative of a member. ed in accordance with section 605.0203 (1) (b), Florida Statutes. information submitted in a document to the Department of State felony as provided for in s.817.155, F.S.   |
| JANE BRESCIA  |  |
|   | Typed or printed name of signee  |

Filing Fees:

\$125.00 Filing Fee for Articles of Organization and Designation of Registered Agent \$30.00 Certified Copy (Optional)

\$ 5.00 Certificate of Status (Optional)