Organization *documentation.*

What NARR Standard 3.0 requires of the operating entity. Have these before you apply; with liability insurance (2b) they are reviewed before anything else, and an application without them is returned.

1 THE NARR STANDARD: TWO ITEMS, ALL FOUR LEVELS

REQUIRED AT LEVELS I, II, III AND IV

NARR STANDARD 3.0 · ADMINISTRATIVE AND OPERATIONAL DOMAIN · CORE PRINCIPLE A, OPERATE WITH INTEGRITY · STANDARD 2, ITEMS A AND C

2a "Documentation of legal business entity (e.g. incorporation, LLC documents or business license)."

2c "Written permission from the property owner of record (if the owner is other than the recovery residence operator) to operate a recovery residence on the property."

NARR names no required entity type: nonprofit corporations, LLCs, and licensed sole proprietors all qualify. What it requires is a documented legal entity that every other document in the file runs to.

2 LEGAL ENTITY: WHAT AARR ACCEPTS FOR 2A

All of the following, in the exact legal name of the operator:

- **Formation document filed with the Arkansas Secretary of State.** Articles of Incorporation or Certificate of Organization (LLC), showing the legal name and entity file number. A sole proprietor submits a current business license in the owner's name instead. This legal name must be the named insured on the liability certificate (2b) and the operator in the owner permission letter (2c). AARR checks the entity's status on the Secretary of State's corporation search and issues the certificate to the legal entity, noting any DBA.
- **IRS EIN assignment letter (CP 575 or 147C).** Ties the entity to its federal tax ID. AARR records the EIN; it is not proof of nonprofit status.
- **Fictitious name (DBA) filing, if the program operates under any name other than the legal name.** The DBA filing supplements the formation document; it does not replace it.

3 PROPERTY OWNER PERMISSION: WHAT AARR ACCEPTS FOR 2C

Required whenever the owner of record is anyone other than the operating entity: a property holding LLC, an individual owner or officer, a church, a family member. Common ownership does not remove the requirement; separate legal persons need a written record between them.

- **A signed and dated letter from the owner of record** naming the operator (legal name) and the street address of each residence, and stating that the owner permits the operation of a recovery residence there. One letter may list every property. Or:
- **A current lease between the owner of record and the operator** whose use clause expressly allows recovery residence or sober living occupancy. A lease silent on use, or one with a single family or residential only restriction, is not sufficient on its own.

4 WHAT DOES NOT SATISFY 2A OR 2C

A DBA certificate alone · an EIN letter alone · an IRS determination letter alone · documents naming a property holding LLC or an individual instead of the operator · an entity the Secretary of State lists as revoked or dissolved · a business license for an unrelated business · an unsigned or undated owner letter · a lease that does not state the use.

5 CHECKLIST: HAVE THESE BEFORE YOU APPLY

DOCUMENT	STD	ISSUED BY	WHAT AARR CHECKS
Articles of Incorporation or Certificate of Organization	2a	Arkansas Secretary of State	Legal name and file number; must match every other document
Certificate of Liability Insurance (ACORD 25)	2b	Your insurance agent	See the AARR Insurance Requirements sheet
EIN assignment letter (CP 575 or 147C)	2a	IRS	Recorded; not proof of nonprofit status
Fictitious name (DBA) filing, if any	2a	Arkansas Secretary of State	Supplements the formation document
Owner permission letter or use-specific lease	2c	Owner of record of each home	Signed and dated; names the operator and each address

Source: NARR Standard 3.0, Standards 2a and 2c · AARR Compliance Manual · September 2026