

**LOAN CLOSING CHECKLIST**

Borrower:

Guarantor:

Loan #:

Loan Fund:

Loan Officer:

Closing Date:

**REQUIRED:**

- \_\_\_ Approved Loan Write Up
- \_\_\_ LC Minutes (copy)
- \_\_\_ Signed Letter of Interest
- \_\_\_ Loan Covenant Checklist
- \_\_x\_\_ Loan Input Form (Included with Write Up)

**(PLEASE Delete the sections/documents not needed)**

**DOCUMENTS NEEDED TO CLOSE:**

**PROVIDED BY:**

**ENTITY DOCUMENTS:**

L= Lender B= Borrower

**BORROWER:**

Individual:

- \_\_\_ Copy of Driver's License/State ID B
- \_\_\_ Social Security # \_\_\_\_\_ B

LLC:

- \_\_\_ Articles of Organization B
- \_\_\_ Operating Agreement B
- \_\_\_ Certificate of Good Standing L
- \_\_\_ Tax ID # \_\_\_\_\_ B

Corporation:

___	Articles of Incorporation	B
___	By-Laws	B
___	Certificate of Good Standing	L
___	Tax ID # _____	B
___	Existing Borrowing Resolution	B

Partnership:

___	Certificate of Limited Partnership	B
___	Limited Partnership Agreement	B
___	Certificate of Good Standing	L
___	Tax ID# _____	B
___	Existing Borrowing Resolution	B

**GUARANTOR(S):**

Individual:

___	Copy of Driver's License/State ID	B
___	Social Security # _____	B

LLC:

___	Articles of Organization	B
___	Operating Agreement	B
___	Certificate of Good Standing	L
___	Tax ID # _____	B

Corporation:

___	Articles of Incorporation	B
___	By-Laws	B
___	Certificate of Good Standing	L
___	Tax ID # _____	B
___	Existing Borrowing Resolution	B

Partnership:

___	Certificate of Limited Partnership	B
___	Limited Partnership Agreement	B
___	Certificate of Good Standing	L
___	Tax ID# _____	B
___	Existing Borrowing Resolution	B

**CLOSING DOCUMENTS:**

___	Business Loan Agreement	L
___	Promissory Note (if applicable)	L
___	Developer LOC & Security Agreement	L
___	Business Purpose Affidavit (Individual only)	L
___	ACH Form	L
___	Mortgage(s)	L
___	Subordination Agreement	L
___	Security Agreement	L
___	Pledge Agreement	L
___	Guaranty	L
___	New Borrowing Resolution for Corp./LLC	L
___	Resolution to Guaranty for Corp./LLC	L
___	Collateral Assignment of Contract	L
___	Deposit Control Agreement	L
___	Assignment of Rents & Leases	L
___	Closing Statement	L
___	Disbursement Form (s)	L
___	Perfection Certificate	L
___	Other	L

**INSURANCE FORMS:**

___	Proof of Liability Insurance with SED as add'l insured	B
___	Proof of Hazard Insurance with SED as mortgagee	B
___	Proof of Contents Insurance with SED as lender loss payee	B
___	Copy of Life Insurance Policy	B
___	Copy of Assignment of Life Insurance endorsing SED	B

**REAL ESTATE:**

___	Appraisal	L
___	Appraisal Review	L
___	Purchase Agreement/Land Contract Agreement	B
___	Environmental Phase 1	B/L
___	Environmental Phase 1 Review	L
___	Title Search/Insurance	L
___	Flood Certificate	L
___	If in Flood Zone, provide flood insurance	B
___	Site Visit Memo(s)	L
___	Rehab Budget(s)	B
___	DLOC Worksheet	L

**OTHER:**

___	UCC Search	L
___	UCC Filing Statement	L
___	Inter-Creditor Agreement	L
___	Contractor Agreement/Review	B
___	Copy of Trust	B
___	Opinion of Counsel	B/L
___	Certificate of Real Estate Owned	B

**FEES TO BE CHARGED AT CLOSING (LIST):**

Loan App Fee	\$	_____
Origination Fee	\$	_____
Credit Report(s)	\$	_____
UCC Search & File	\$	_____
Other	\$	_____

**ANY FUNDS TO BE DISBURSED AT CLOSING? Yes/No (circle one)**

Amount \$ \_\_\_\_\_  
Bank Name & Address \_\_\_\_\_  
Routing # \_\_\_\_\_ Account # \_\_\_\_\_

**POST-CLOSING DOCUMENTS:**

___	Recorded Mortgage(s)	L
___	Final Title Policy	L
___	UCC Statements	L
___	Conservation Report	L
___	Workforce Development Job Form	L
___	Other	L