

## CCDC LOAN CLOSING CHECKLIST

- Executed SBA Authorization for Debenture Guarantee document (enclosed)
- Verification of project costs totaling \$ \_\_\_\_\_ as follows:
  - \$ Acquisition of land and building
  - \$ Acquisition of land
  - \$ New construction
  - \$ Building renovation
  - \$ Machinery & Equipment
  - \$ Furniture & Fixtures
  - \$ Construction contingency
  - \$ Other: \_\_\_\_\_
- Survey, sufficient to remove policy exception on the title policy. This survey should be done by a certified surveyor, include flood hazard designation and the project address, and be certified to COMMUNITY CAPITAL DEVELOPMENT CORPORATION and the U.S. Small Business Administration. A recent existing survey will suffice if no additions have been made to the building.
- Copy of recorded Condominium Declarations and By-Laws; drawings
- Final lien waivers from the general contractor and any independent contractors
- Certificates of Completion signed by the General Contractor and the Architect (CCDC forms enclosed)
- Final Certificate of Occupancy or signed off Building Permits
- Insurance Certificate (Please complete enclosed request form and forward to your insurance agent.)
- Federal Flood Insurance, if required (CCDC to be named as second mortgagee)
- Copy of life insurance policy on the life of \_\_\_\_\_ for the debenture amount of \$ \_\_\_\_\_.
- Evidence of disability insurance of at least \$--/month
- Lease from \_\_\_\_\_ to \_\_\_\_\_ (See Section D-2 of the Authorization and the enclosed Lease Guideline form and sample lease)
- Signed Copies of any tenant leases.
- Copy of most current Workers Compensation Certificate.

- Copy of permits and licenses required to conduct business. (vendor, liquor, food, paint booth, etc.)
- Corporate By-Laws or Regulations (These are NOT the Articles of Incorporation but should be found in your corporate minute book)
- Operating Agreement for LLC.
- Partnership Agreement.
- Fill out and sign the Certificate of Members for LLC. (enclosed)
- Fill out and sign the Board Resolution for. (enclosed)
- Fill out and sign the Certification of Entity Ownership and Address for \_\_\_\_\_ and \_\_\_\_\_ . (enclosed)
- Employer tax identification number for \_\_\_\_\_ .
- Current interim financial statements for \_\_\_\_\_ . (Profit & Loss and Balance Sheet for Operating Company dated within 120 days of closing).
- Current balance on Standby (Subordinated) loan(s) and copies of Note(s), if applicable.
- Equipment list with make, model, serial number and cost for each piece purchased in excess of \$5000.
- Evidence of EPA compliance
  - Environmental Questionnaire
  - Copy of formal Environmental Phase I report, if applicable
- Voided check for Automatic Debit (ACH) from.

CCDC legal counsel will collect his fee at the time of closing, as well as costs of recording and title insurance. \$ \_\_\_\_\_ has been financed in your loan to be applied to these fees.