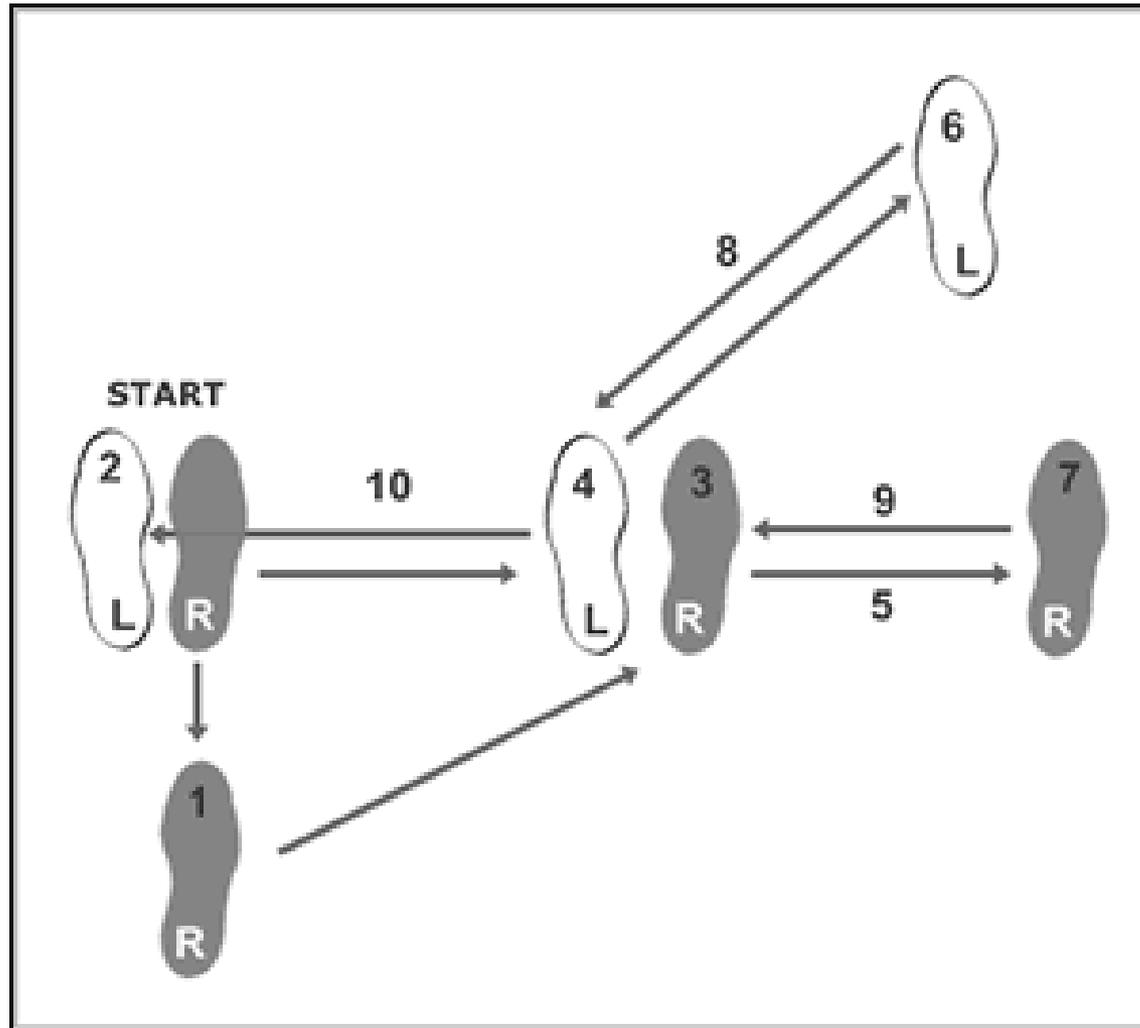


Pre and Post Loan Closing

Pre and Post Loan Closing



Pre and Post Loan Closing

eCreditMemo Katherine Homes #01 [ILP1-8031]

Project **Lenders** **Companies** **People** **Financials** **Collateral** **Closing** **327** **Servicing** **Notes** **Documents** **Generate** **Work**

PROJECT MAIN [PROJECT DATES](#) [PROJECT NUMBERS](#)

GENERAL PROJECT INFORMATION

Edit

GENERAL PROJECT INFORMATION

Last Modified	5/8/2017 1:49:41 PM
Working Loan Name	Katherine Homes #01 [ILP1-8031]
Authorized Loan Name	Katherine Homes LLC
Loan Number	8031
Loan Program	CMS SBA ILPP
Structure	Borrower Only
Loan Status	Funded
Servicing Status	
Payment Status	Current
Minority Code	White
Project Address 1	1362 10th Ave

PROJECT DETAILS

Life Insurance Required?
Life Insurance Requirements

Start Up?
 Franchise?
 Business Acquisition?

JOBS

Pre-Project
Created (Estimate)

After Final Approval / Before Closing

- Issue a commitment letter
- Prepare a closing checklist based on the commitment letter
- Collect everything you need, documenting any adjustments or corrections as you go.

Before Closing

Closing Checklist

- IRS FORM showing the Tax ID number issued to the company
- DUNS number
- COPIES OF LICENSES from local government agencies, the state, etc., that are needed and necessary to operate the business
- A VOIDED CHECK from the account you would like monthly automated loan payments to be debited from.
- WIRE TRANSFER information from the bank, credit union or vendors where loan proceeds will be transferred.
- EVIDENCE OF INSURANCE on the equipment, fixtures, etc., which names Colorado Lending Source as a secured party and loss payee.
- ORGANIZATIONAL DOCUMENTS such as bylaws, operating agreement, etc., for your business (if not provided at application).
- COST DOCUMENTS: Copies of titles (if vehicles are involved), leases (if renting a location), invoices from vendors receiving loan proceeds, etc.
- OTHER:

Closing – Generating Documents



Closing – Generating Documents



Closing – Document Placeholders

▶ Submit Documents - CMS [28 of 32]

▶ Economic Development [11 of 11]

▼ Approvals [6 of 6]



CMSL Application : 1.83 MB



Commitment Letter : 184.01 KB



Commitment Letter : 1006.76 KB



Internal LRC notes : 94.13 KB



Internal LRC Doodle Poll : 14.07 KB



LRC Approved Workbook : 7.06 MB

▼ Loan Closing [8 of 8]



Closing Letter : 184.01 KB



Congratulations Letter : 656.7 KB



Business Licenses : 1.68 MB



Operating Agreement : 11.26 MB



Insurance : 23.87 KB



EIN Number : 14.02 KB



Void Check : 72.18 KB



Wiring Instructions

▶ Loan Funding [20 of 22]

▶ Servicing - General [0 of 12]

Closing – Document Placeholders

▶ Loan Closing [8 of 8]

▼ Loan Funding [20 of 21]

      	ACH : 160.07 KB
      	Amortization Schedule - Excel : 64.62 KB
      	Amortization Schedule : 14.02 KB
      	Borrower Board Resolution : 640.89 KB
      	Cert as to Company Owners and Officers : 926.76 KB
      	Closing documents executed at closing (full copy of all documents) : 1.73 MB
      	CMSL Loan Agreement : 657.74 KB
      	CMSL Statement Errors & Omissions : 568.65 KB
      	CMSL Statement Working Capital : 584.66 KB
     	DOT
      	Guaranty - Katie : 314.72 KB
      	Guaranty - Jessica : 345.91 KB
      	Name Affidavits - Katie : 551.96 KB
      	Name Affidavits - Jessica : 556.12 KB
      	Other Docs : 346.62 KB
      	Other Docs : 59.36 KB
      	Promissory Note : 886.41 KB
      	Security Agreement : 683.08 KB
      	Statement Settlement Charges : 603.28 KB
      	UCC : 8.84 KB
      	UCC : 6.38 KB

▶ Servicing - General [0 of 12]

After Closing

Filing of any mortgage documents and UCC documents in a timely fashion is needed to preserve and protect your position on the collateral associated with your RLF loan.

All of these documents will be part of the servicing file you will create to track the performance of your RLF loan.

(See Chapter 7 of the CDFA Revolving Loan Fund Reference Guide).

After Closing

TYPE	COMMENTS	
Servicing	Processed release of Katie as guarantor. NEW AMORTIZATION SCHEDULE	Amortization So Memo and Rele
Prepayment	We received another check for \$5,000 from Coppertops as a principal reduction payment. This will be applied as of 3/5/2018 (date received) and the loan will be re-	03 05 2018 Prin Interest Calcula Amortization So
Contact	Jessica is making another extra payment ...	2018 02 28 e M
Contact	Jessica let us know that Katie will be stepping down and also that she will be making another extra payment. Amanda has agreed to process the servicing action request.	2018 02 06 e M
Prepayment	Received principal reduction payment of \$5,000.00 check dated 1/16/2018.	01 16 2018 Cop Interest Calcula
Contact	Inquiry about making extra loan payments. Amanda handled.	2017 12 21 e M Wire Instruction 2017 12 20 e M
Misc.	Finalized uploading all documents and correspondence to eCM file.	
Closing	All documents executed. Wire transfer due tomorrow.	Scanned closing
Closing	Completed all the closing documents, other than the ACH form, for the closing tomorrow.	