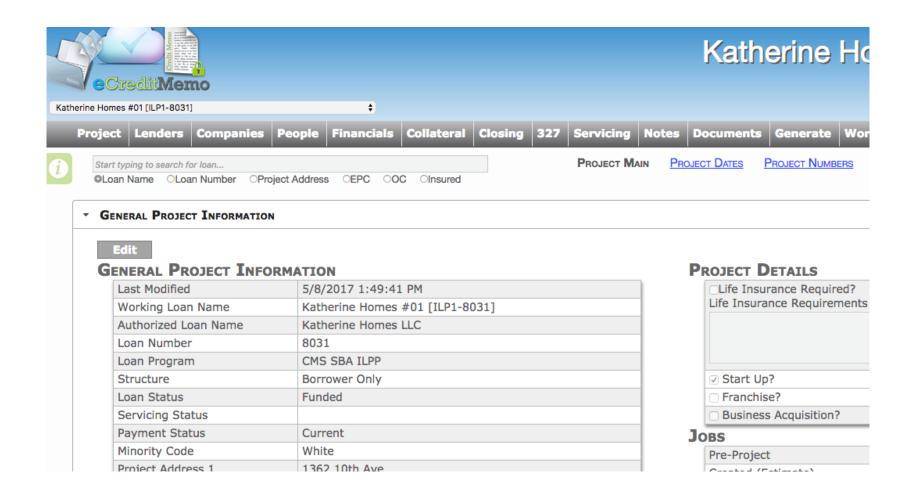
04/10/2019

Pre- and Post-Closing and the Ongoing Servicing of your RLF



Pre and Post Loan Closing





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.

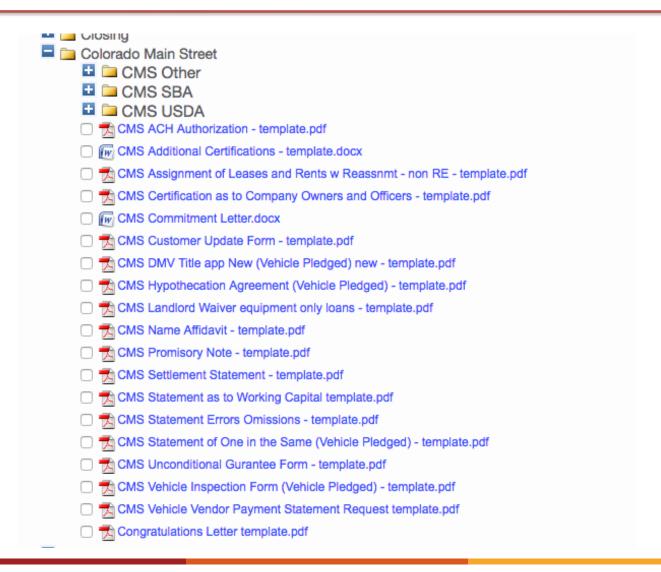


Before Closing

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:		

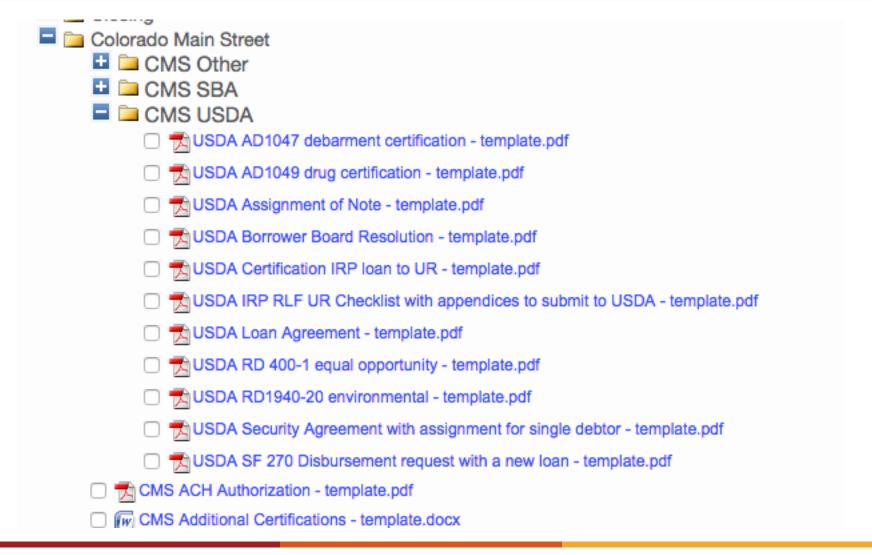


Closing – Generating Documents



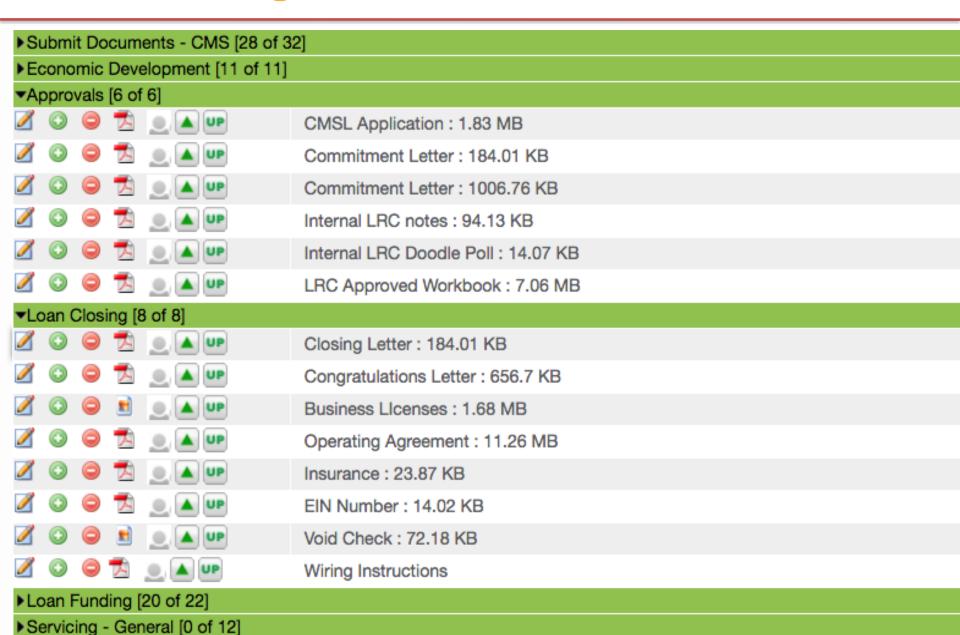


Closing – Generating Documents





Closing – Document Placeholders



Closing – Document Placeholders

▶Loan Closing [8 of 8]						
▼Loan Funding [20 of 21]						
	ACH: 160.07 KB					
	Amortization Schedule - Excel : 64.62 KB					
🗹 🔾 🤤 📆 🦲 🔺 up	Amortization Schedule: 14.02 KB					
🗹 🔾 🤤 📆 🦲 🔺 UP	Borrower Board Resolution : 640.89 KB					
🗹 🔾 🧅 📆 🔍 🛦 up	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					
📝 🗯 😑 🛣 👱 🔺 UP	CMSL Statement Errors & Omissions : 568.65 KB					
🗹 🔾 🤤 🔁 🔍 🛦 up	CMSL Statement Working Capital : 584.66 KB					
	DOT					
🗹 🔾 🤤 🔁 🔍 🛦 up	Guaranty - Katie: 314.72 KB					
📝 🔾 🤤 🔁 🦲 🛦 up	Guaranty - Jessica : 345.91 KB					
🗹 🔾 🤤 🔁 🦲 🔺 up	Name Affidavits - Katie : 551.96 KB					
🗹 🗯 😑 🛣 👱 🔺 UP	Name Affidavits - Jessica : 556.12 KB					
🗹 🔾 🤤 🔁 🦲 🔺 up	Other Docs: 346.62 KB					
🗹 🔾 🤤 📆 🦲 🔺 UP	Other Docs: 59.36 KB					
🗹 🔾 🖨 🔼 up	Promissory Note: 886.41 KB					
🗹 😊 😊 📆 🦲 🔺 UP	Security Agreement : 683.08 KB					
🗹 🔾 🤤 🔁 🦲 🔺 up	Statement Settlement Charges: 603.28 KB					
🗹 💿 😑 📆 🔔 🛦 up	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

4	TYPE \$	COMMENTS	
	Servicing	Processed release of Katie as guarantor. NEW AMORTIZATION SCHEDULE	Montization Sc 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-	05 2018 Prin elerest Calculate fortization Sc
	Contact	Jessica is making another extra payment	2 18 02 28 e Ma
	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.	2 18 02 06 e Ma
	Prepayment	Received principal reduction payment of \$5,000.00 check dated 1/16/2018.	16 2018 Cop
	Contact	Inquiry about making extra loan payments. Amanda handled.	2017 12 21 e Ma Wire Instructiona 2017 12 20 e Ma
	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.	



Regular Servicing

COLORADO LENDING SOURCE LTD. DIRECT LOAN SERVICING POLICY - March 19, 2018

Table of Contents

	MISS	ION	
I.		POSE AND OBJECTIVES	
II.		VANT AGENCY MANUALS AND STANDARD OPERATING PROCEDURES.	
V.	Deleg	gated Authority	
7.	eCred	litMemo	
/I.		TINE LOAN SERVICING	
A	. M	Ionitoring of Loan Payments	
	1.	Collection Actions	!
	2.	Loan Prepayment	!
	3.	Reporting	
В	Moi	nitoring of Collateral	
	1.	Site Visits	
	2.	Property Taxes (Commercial Real Estate)	
	3.	Insurance	
	4.	Personal Property Collateral/UCC	
	5.	Appraisals	8
C.	Moi	nitoring of Financial Condition	
	1.	Financial Statement Collection	
	2.	Liens, Judgements, or Bankruptcy Notice	
	3.	Technical Assistance	
/II.	Por	tfolio Risk Rating	
A	. Ir	nternal Risk Rating	.10
В		ernal Risk Rating	
C.		A Risk Rating (Community Advantage)	
/III.		nitoring of Economic Development Objectives	
X.		Modification	



Priority Servicing

COLORADO LENDING SOURCE LTD. DIRECT LOAN SUBSTANDARD and LIQUIDATION POLICY - March 28, 2018

Table of Contents

	MISS	[ON
I.		OSE AND OBJECTIVES
II.		VANT AGENCY MANUALS AND STANDARD OPERATING PROCEDURES
V.	Deleg	gated Authority
<i>I</i> .	eCred	litMemo
/I.	Inten	sive Loan Servicing
A	. M	Ionitoring of Loan Payments
	1.	Collection Actions
	2.	Deferral
	3.	Loan Prepayment
	4.	Reporting
В	. Moi	nitoring of Collateral
	1.	Site Visits
	2.	Property Taxes (Commercial Real Estate)
	3.	Insurance
	4.	Personal Property Collateral/UCC
	5.	Appraisals1
C	. Moi	nitoring of Financial Condition1
	1.	Financial Statement Collection
	2.	Liens, Judgements, or Bankruptcy Notice1
	3.	Technical Assistance
/II.	Por	tfolio Risk Rating1
A	. Ir	nternal Risk Rating1
В	. Ext	ernal Risk Rating1
C.	SBA	A Risk Rating (Community Advantage)1
A	. L	iquidation Reports1
В	•	uidation Activities1
X.	Loan	Wrap Up/Charge Off1
ζ.	Reim	bursement of Liquidation Expenses (Community Advantage)



Communication





