

REVOLVING LOAN FUND REQUIRED DOCUMENTATION CHECKLIST

The following documents are required in order to complete the loan application process. These materials should not be mailed to Maine Coast Heritage Trust until the organization has been notified to move forward with the application process following MCHT's Legal Counsel and its Board of Directors review and approval of the Initial Inquiry Application. While our loan process is similar to a bank's, our staff will help you determine the form of loan security that works best for your land trust. We can provide sample documents of any of the required documents listed below.

Certificate of Incorporation issued by the Secretary of State (*copy*)

Opinion of Counsel (stating the organization has authority to purchase the property for conservation, including its resale subject to restrictions if applicable, to enter into this loan and mortgage transaction, to pay for Maine Coast Heritage Trust's cost of loan, and to hold any wired funds in escrow pending closing and the name of the party authorized to execute documents on behalf of the organization)

Board Resolution (attested by the clerk of the corporation, approving the commitments in #2 above, and committing to the conservation of the property) (*copy*)

Purchase & Sale Agreement with the Seller (*copy*)

Closing Agenda (*copy*)

Reimbursement Letter (a letter from the organization agreeing to reimburse MCHT for the costs incurred in making this loan, including lost interest and fees due to wiring of funds). (MCHT does not charge for staff time)

Fundraising Plan (demonstrating that the organization has in hand, pledges, or is capable of raising the funds required to repay the loan)

Certificate of Title (and title insurance binder to be issued to the organization and to MCHT as potential mortgagee) (*copy*)

Legal Description of Property (should be the same as Schedule A in the title binder)

Hazardous Waste Report (evidence of due diligence in examining the property for environmental hazards, including waste disposal and underground septic and petroleum tanks) (*copy*)

Loan Security: (provide only applicable documentation):

Bank Letter of Credit (a letter of credit or commitment to issue a letter of credit from the organization's bank or from a personal guarantor's bank)

Personal Guarantors (guarantors must either fill out a Personal Financial Statement, or provide a Bank Letter of Credit or Security Account Control Agreement for the amount of the guarantee)

Letter of Grant Award (provide a copy of the grant award letter and a letter of commitment to transfer to MCHT)

Mortgage on Property (provide a copy of appraisal, legal description of mortgaged property and if there are buildings on the property: a casualty insurance binder on buildings)