

**LOAN AGREEMENT EXHIBIT B**

**PRE-CLOSING AND CLOSING CHECKLIST**

\$ \_\_\_\_\_ **VOLUNTEER COMPANY ASSISTANCE FUND FACILITIES LOAN FROM  
MARYLAND MILITARY DEPARTMENT (MMD) TO  
\_\_\_\_\_ (Borrower)**

**APPROVED BY: THE MARYLAND STATE FIRE ASSOCIATION (MSFA) THROUGH THE  
MARYLAND BOARD OF PUBLIC WORKS**

Closing Date: \_\_\_\_\_, 201\_\_

Borrower Contact: \_\_\_\_\_  
MSFA Contact: \_\_\_\_\_  
MMD Contact: Scott Gordon

Borrower's Attorney: \_\_\_\_\_  
MSFA Attorney: \_\_\_\_\_  
MMD AAG: David Porter

	<u>Item</u>	<u>Received</u>	<u>Reviewed</u>	<u>Accepted</u>	<u>Responsibility</u>
<b>I.</b>	<b>PRE-CLOSING</b>				
1.1	Application dated _____	_____	_____	_____	Borrower
1.2	Board of Public Works Approval Dated _____	_____	_____	_____	MSFA/MMD
1.4	Borrower's Organizational Documents:				
1.4.1	Certificate of Secretary	_____	_____	_____	Borrower
	A. Articles of Incorporation	_____	_____	_____	Borrower
	B. Bylaws	_____	_____	_____	Borrower
	C. Resolutions Approving Loan	_____	_____	_____	Borrower
1.4.2	Certificate of Good Standing	_____	_____	_____	Borrower
1.4.3	Resident Agent	_____	_____	_____	Borrower
1.5	Borrower's Financials and Tax Returns	_____	_____	_____	Borrower
1.6	<u>Insurance:</u>				
1.6.1	General Liability	_____	_____	_____	Borrower
1.6.2	Excess Liability	_____	_____	_____	Borrower
1.6.3	Commercial Property	_____	_____	_____	Borrower
1.6.4	Builder's Risk, if applicable	_____	_____	_____	Borrower
1.6.5	Workers' Compensation Certificate, if applicable	_____	_____	_____	Borrower
1.7	<u>Real Property Documents:</u>				
1.7.1	Contract of Sale, if applicable	_____	_____	_____	Borrower
1.7.2	Deed, if applicable	_____	_____	_____	Borrower
1.7.3	Subdivision Plat, if applicable	_____	_____	_____	Borrower
1.7.4	Evidence of Zoning Compliance, if applicable	_____	_____	_____	Borrower
1.7.5	Evidence of Availability of Utilities, if applicable	_____	_____	_____	Borrower

<u>Item</u>	<u>Received</u>	<u>Reviewed</u>	<u>Accepted</u>	<u>Responsibility</u>
1.7.6 Survey or Location Drawing	_____	_____	_____	Borrower
1.7.7 Commitment for Title Insurance	_____	_____	_____	Borrower
1.7.8 Insured Closing Letter	_____	_____	_____	Borrower
1.7.9 Appraisal, if applicable	_____	_____	_____	Borrower
1.7.10 Environmental Review, if applicable	_____	_____	_____	Borrower
1.7.11 Environmental Reliance Letter, if applicable	_____	_____	_____	Borrower
1.7.12 Flood Letter or Insurance	_____	_____	_____	Borrower
1.8 Project Budget	_____	_____	_____	Borrower
1.9 Building Permits	_____	_____	_____	Borrower
1.10 Use & Occupancy Permit, if applicable	_____	_____	_____	Borrower

**II. CLOSING**

2.1 <u>Loan Documents:</u>				
2.1.1 Deed of Trust Note	_____	_____	_____	MMD
2.1.2 Loan Agreement	_____	_____	_____	MMD
2.1.3 Deed of Trust	_____	_____	_____	MMD
2.1.4 Closing Agreement	_____	_____	_____	
2.2 Evidence of Other Financing, if applicable	_____	_____	_____	Borrower
2.3 Subordination Agreement, if applicable	_____	_____	_____	Borrower
2.4 Evidence of Matching Funds	_____	_____	_____	Borrower
2.5 Closing Instruction Letter	_____	_____	_____	MMD
2.6 Settlement Sheet	_____	_____	_____	Title
2.7 Request for Disbursement	_____	_____	_____	Borrower
2.8 Invoices for Disbursement	_____	_____	_____	Borrower
2.9 Copy of Check	_____	_____	_____	MMD
2.10 Receipt for Check	_____	_____	_____	MMD

**III. POST CLOSING**

3.1 Final Title Insurance Policy	_____	_____	_____	Title
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