

CLOSING CHECKLIST

[TRANSACTION NAME]

Anticipated Closing Date:

Transaction Role	Legal Name	Owners	Ownership %	"Defined Term"	Formation State, Entity Type	Notice/Contact Information
1	Lender	Suffolk County Economic Development Corporation			"Lender"	New York Nonprofit Corporation 100 Veterans Memorial Highway, Hauppauge, NY 11788
2	Borrower				"Borrower"	

Email Distribution List: [_____]

#	<u>Document or Item</u>	<u>Comments</u>	<u>Responsible Party</u>	<u>Drafted / Rec'd</u>	<u>Approved</u>
TERM SHEET					
1.	Term Sheet/Commitment Letter				
BORROWER: DUE DILIGENCE					
ORGANIZATIONAL, LEGAL EXISTENCE, AND AUTHORITY DUE DILIGENCE					
2.	Certificate of Good Standing [or comparable certificate as applicable] (dated no sooner than 30 days before closing)				
3.	Articles of Incorporation/Certificate of Formations (as applicable)				
4.	Bylaws or Operating Agreement (as applicable)				
5.	Resolutions				

6.	Officer's/Manager's Certificate certifying as to incumbency and above-listed items				
7.	[Lien Searches (dated within 30 days of closing): (i) UCC, (ii) Fed & State Tax Lien, (iii) Fed & State Litigation & Judgment, and (iv) Bankruptcy]				
LOAN DOCUMENTS					
8.	Promissory Note				
9.	Security Agreement				
10.	UCC-1 Financing Statement				
OTHER PROJECT DUE DILIGENCE OR REQUIREMENTS					
11.	[_____]				