



Document Checklist Energy Development

Instructions:

1. Complete as many fields as possible
2. Fax this page to: (971) 252-4128 -or-
3. Email to chris.moore@accesscapnw.com

Documentation readiness is an important factor in ensuring a commercial loan's timeliness. The most frequent mistake made is submitting files which are incomplete and do not contain the documents which are needed. It slows down the process and makes it next to impossible to properly assess a loan request. By providing a full and complete submission packet, you can be assured that your requests will be more promptly addressed and a more accurate assessment made. Below are lists of documents requested which will assist you in submitting a full file.

Energy Development Checklist

<input type="checkbox"/>	Energy Project Prequalification (typed in and fully completed)
<input type="checkbox"/>	2004-2006 Income & Expense Statements (if producing and/or company has producing properties)
<input type="checkbox"/>	YTD Balance Sheet (if producing and/or company has producing properties)
<input type="checkbox"/>	YTD Profit & Loss Statement (if producing and/or company has producing properties)
<input type="checkbox"/>	Business Plan and Operating Agreement
<input type="checkbox"/>	Land Lease Agreement and/or Purchase Contract
<input type="checkbox"/>	Collateral List
<input type="checkbox"/>	Royalties Due / Obligation List
<input type="checkbox"/>	Equipment Purchase List and Documentation
<input type="checkbox"/>	4 Electronic Color Photos of Property
<input type="checkbox"/>	Applicable Geological Studies, Environmental Reports, Feasibility Studies, Permits, Zoning Statement
<input type="checkbox"/>	Title Report- Including Mineral Right Disposition
<input type="checkbox"/>	Development Timeline
<input type="checkbox"/>	Engineering, Procurement, Development, Construction Budget and Schedule (if applicable)
<input type="checkbox"/>	Guarantor Current Personal Financial Statements
<input type="checkbox"/>	Guarantor (Borrower) 2004-2006 Tax Returns (Business & Personal-All Schedules)
<input type="checkbox"/>	Guarantor Tri Merge Credit Reports
<input type="checkbox"/>	Guarantor Bios and/or Resumes