

WRAP UP FLOWCHART

COMPANY NAME:	Requiro Scientia LLC
ACCOUNT NUMBER:	██████████ 4-018
DOC TRAK NUMBER:	9523
	<u>Name and Date Completed</u>
Pricing Review (pre-doc)	See new pricing' FN 2/6/14
Tax Review (pre-doc)	
EMG Review	
Rate Lock Info	rate lock= Y N PD
LKE pool approved by pricing	
Checks Mailed Out	
Wire Sent	
Credit DDA Account	
General Ledger Account	
UCC's Mailed Out	N/A
Titles	Am 2-26-14 READY TO SCAN ✓
8038 -G (municipal)	
Sent to Operations	
Sent to Vault	
Disposal	
Remarketing Rep	
DOCUMENTATION SPECIALIST	NATASHA GIVENS
SALES REP	Rob Hagan

<u>DOCUMENT REVIEW</u>	<u>FUNDING REVIEW</u>	<u>SET UP REVIEW</u>
Need by: _____ Review by: <u>Colvin</u> Date: <u>2/6/14</u>	Need by: _____ Review by: <u>Fane</u> Date: <u>2/19/14</u>	Need by: _____ Review by: <u>[Signature]</u> Date: _____

original
-obtain copy of title before funding
and confirm no other lien holders.

Sales rep
list this on
DES
Internal/External - this has
been other than Hyen so
think it is "Internal"
even though he has non-bank on
DRS
Pricing & equipment cost is
\$394,257.97 vs. \$395,000
when was deal funded - no funding
did need for interest DDA

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Commercial Loan Checklist - Equipment and Vehicles (updated Nov 2013)

CUSTOMER (complete legal name):

CCAN:

ACCOUNT NUMBER (include last 3 digits identifying schedule):

Requiro Scientia LLC	NEW	4-018	
Material needed to complete deal processing	Required	Received	Comments
Organization Name and Good Standing Verification	✓	✓	Required for borrower and all corporate guarantors; Sec of State Lien FA
Blue Funding Memo/Credit Approval, signed 1/17/15	✓	✓	Covenants: Yes/No Non-Standard (A120/Q45 day) Financial Reporting
Total \$ Amount of all Fifth Third Bancorp Commitments: <u>1.2mm</u> Blue expiration <u>1/30/15</u>	✓	✓	Credit Approver/ authority level <u>Mailman</u> Commercial/Sponsorship Approver/authority level <u>Hosmer</u>
Is a Confidentiality Agreement signed?	—	—	Yes/No we agree not to disclose information about customer/vice versa
Equipment Mgmt Group (EMG) Residual Evaluation	✓	✓	Used > \$100K but not required if used portion is less than 10% of funding amt.
CIP Checklist	—	—	If new commercial customer (not on AFS or Infolease)
Background Check/Articles of Incorporation/Partnership Agreement	✓	⊙	If new Borrower with aggregate exposure greater than \$1 million/By-Laws or Operating Agreement if Articles are not available
Venue / Choice of Law insert (for NY and AL deals)	—	—	If 5/3 Equip Finance Company, & New York or Alabama -forms library
Lease Line of Credit Log	—	—	
Proof of Insurance - request early	✓	⊙	Property certificate w/ 5/3 as loss payee. Expiration date: <u>1/14/15</u>
Corporate Resolution	✓	⊙	date of Resolutions and date signed must be on or before LSA date Signers: <u>Brian Vickers</u>
Corporate Resolution for Guarantor	✓	⊙	Authorized signers: <u>Brian Vickers - Blue Chip Capital</u>
Guaranty Agreement (circle Limited or Unlimited)	✓	⊙	List names: <u>Brian Vickers - Blue Chip Capital LLC</u> If KY, term, date 3 years after Note matures
Swap Guaranty Notification Letter	—	—	For New Notes 4/1/13 & Forward, if SWAP exclusion not in Master-floating rate loans with guarantors
Loan and Security Agreement or Master LSA	✓	⊙	(M)LSA dated: <u>2-14-14</u> Non-Standard (5%, 10 days) late fees:
Promissory Note	✓	⊙	Terms/Structure:
Loan Acceptance Certificate	—	—	Note: not required if Master Loan is in place (in section 5 of MLSA)
Landlord Waiver	—	—	equipment that is attached to property not belonging to customer
Pay Proceeds Letter	✓	⊙	compare to DRS, to aggregate invoices per payee, to total invoices to Total Promissory Note amount, and to Wire/Check request
Auto BillPayer Activation Form	✓	⊙	has newest form been sent-new form for every note
UCC Lien Search - request early	—	—	<u>titled vehicle</u>
UCC-3 release or subordination (if necessary)	—	—	
UCC-1 Filing (required unless all collateral is titled)	—	—	date filed:
Assignment of contracts	—	—	(between Borrower and third party)
Subobligor (long-term): 5/3 UCC Notifications	—	—	If 3rd party sub-obligor on non-titled equipment
Subobligor: copy of 3rd party lease/rental agmt	—	—	(obtain subobligor docs for long-term [one year or more] sub-agreements.
Subobligor: Assignment and Consent Agmt	—	—	
Subobligor (long-term): UCC-1 filing by lessee against subobligor (Doc Specialist to obtain from customer)	—	—	If subagreement is to a non-related third party. Lessee as secured party; subobligor as debtor.
Subobligor (L/T): UCC Assgmt. from lessee to 5/3rd.	—	—	Our customer as Secured Party, assigning to Fifth Third as secured party.
Pricing Output (SuperTrump)	✓	✓	
Invoice(s), with applicable serial / VIN numbers compare invoices info to prior draws, etc.	—	—	"sold to" name s/be Borrower, or use Bill of Sale to transfer to customer <u>not required</u>
Proof of Payment (if reimbursing customer)	—	—	(examples: front & back of cancelled check; vendor confirm letter) <u>not required</u>
Copy of Title/MSO/ Certificate of Origin	✓	⊙	(for titled collateral such as trucks, trailers, over-the-road tractors)
Trade Credit Agreement <u>Motor Coach approval 12/20/14</u>	✓	✓	customer wants to book but equipment that is not ready-vendor agrees to release rights, etc. We agree to pay vendor upon completion.
Progress Payment Agreement	—	—	
Amendments: (explain in comments)	—	—	<u>#1 payment correction to Prom note</u>

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