



### PRE-SCREEN DOCUMENT CHECKLIST

ALL INFORMATION LISTED BELOW IS REQUIRED PRIOR TO CLOSING

#	DOCUMENTS REQUIRED PRIOR TO OFFICIAL TERMS PROPOSAL	ENCLOSED	
		Yes	No
1.	EQUIPMENT LEASE APPLICATION		
2.	CONSUMER CREDIT AUTHORIZATION AND RELEASE (ALL OFFICERS >20%)		
3.	CREDIT REPORT (ALL OFFICERS >20%)		
4.	DETAILED EQUIPMENT/COLLATERAL LIST INCLUDING (BUT NOT LIMITED TO):		
	A) YEAR		
	B) MAKE		
	C) MODEL		
	D) VIN OR SERIAL NUMBER		
	E) CURRENT MILEAGE OR MACHINE HOURS		
	F) ESTIMATED FAIR MARKET VALUE		
5.	3-MONTHS COMPLETE BANK STATEMENTS (MOST RECENT 3 MONTHS IN .PDF FORMAT)		
6.	DEBT SCHEDULE LISTING ALL CURRENT BUSINESS DEBT OBLIGATIONS		
7.	2-YEARS COMPLETE CORPORATE TAX RETURNS (MOST RECENT 2 YEARS - DEALS >\$100K ONLY)		
8.	2-YEARS CORPORATE FINANCIALS (INCLUDING INTERIM P&L AND BALANCE SHEET - DEALS >\$100K ONLY)		
NOTES:			
	<b>INFORMATION REQUIRED AFTER TERMS ACCEPTANCE</b>	<b>Yes</b>	<b>No</b>
1.	SIGNED/ACCEPTED TERMS PROPOSAL		
2.	COLLECTED (CLEARED) NON-REFUNDABLE DEPOSIT		
3.	PROOF OF OWNERSHIP FOR ALL PLEDGED COLLATERAL (WHICH COULD INCLUDE):		
	A) TITLED VEHICLE(S)/TRAILER(S) - FRONT AND BACK COPY OF TITLE(S)		
	B) EQUIPMENT - COPY OF ORIGINAL BILL OF SALE, INVOICE, PURCHASE ORDER, ETC.		
	** COPY OF FILED/SATISFIED LIEN RELEASE FOR ANY PAST LIENS IS REQUIRED **		
4.	CURRENT LOCATION OF EQUIPMENT (FULL STREET ADDRESS)		
5.	PRIMARY CONTACT FOR EQUIPMENT (NAME AND PHONE NUMBER FOR SITE CONTACT)		
6.	COMMERCIAL INSURANCE PROVIDER INFORMATION (FOR PLEDGED COLLATERAL)		
	A) POLICY NUMBER		
	B) AGENCY NAME		
	C) AGENT NAME		
	D) AGENT CONTACT INFORMATION (PHONE NUMBER AND EMAIL ADDRESS REQUIRED)		
7.	INVOICE OR BILL OF SALE FOR POTENTIAL PURCHASE (IF PURCHASE TRANSACTION)		
8.	PHOTOCOPY OF VOIDED CHECK (FROM PRIMARY BUSINESS CHECKING ACCOUNT)		
8.	PHOTOCOPY OF TWO (2) FORMS OF IDENTIFICATION FOR ALL OWNERS (>20%)		
NOTES:			

