FEDERAL RESERVE BANK OF SAN FRANCISCO

Required Documents Checklist for Commercial Loans

Please provide us with the following original documents, if applicable:

1. Loan Agreements
2. Promissory Note, including any amendments and modifications
3. Credit/Loan/Participation/Syndication Agreement
4. Recorded Deed of Trust, if secured by real estate
5. Title Policy, if secured by real estate
6. Security Agreement
7. Guarantor Agreement(s)
8. Lease Agreement
9. Other Legal Document(s): _____________________________
10. System printout showing 1 year payment history and current principal balance

LOAN NO. ____________________________
BORROWER __________________________
CURRENT PRINCIPAL BALANCE ____________________________
ORIGINAL OR MODIFIED LOAN AMT ____________________________
MATURE DATE ____________________________

All applicable documentation should be forwarded to the following address:

CRM-8th Floor, Mail Stop 830
Federal Reserve Bank of San Francisco
101 Market Street
San Francisco, CA 94105