

CHECKLIST FOR PACKAGING LOANS

(Revised 10-8-08)

Borrower's Name:

Account #

Gateway Centre LLC

724 319 56-10
1243450

COMPLETE

INCOMPLETE

Customer Signature(s) & Initials on all documents.

Verify loan number is correct on document & matches M&I

Officer's Signature on all required documents.

Credit Memo included on all loans with officer signature.

City President's signature on memo if over loan officer's limit.

HMDA form completed (when HMDA applies).
(Send copy of form to Lynn Kelsoe)Documentation Check List completed and in file.
(retain copy to use to follow-up on missing items)2nd Set of Originals to include Note, Itemization, Security
Agreement, Addendum to Security Agreement,
& Life Insurance Assignment Forms, etc.
retained in file at bank.Attorney Closed Loans - copy Settlement Statement,
itemization, and checks and send to Lynn Kelsoe.

Send insurance on new loans with the file to Columbus.

Pull out originals of "Assignment of Deposit Accounts" &
leave just a copy in the file to be shipped.
(Send original to Beverly Kelley)

Verify that auto-debit has been set-up on M&I.

Cross - Collateralized Letter complete and included.

Stamp Outside of Folder and fill-in information.

Add loan to New Loan Mani-fest.

Print-out New Loan Mani-fest and have second assistant
certify all of the above procedures are complete by initialing
Mani-fest.Send copy of Mani-fest with the stack of files that are being
placed in the the FED-EX Box.Retain copy of Mani-fest with signature and second assistant's
initials.

Complete FED-EX Shipping Label (pre-filled for each branch).

Completed by:

Kelley

2/11/10