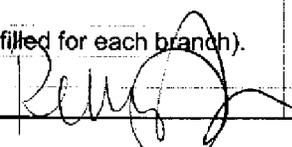


CHECKLIST FOR PACKAGING LOANS	(Revised 10-8-08)	
Borrower's Name:	Account #	
Gateway Centre LLC	724 31956-10 1243450	
	COMPLETE	INCOMPLETE
Customer Signature(s) & Initials on all documents.	✓	
Verify loan number is correct on document & matches M&I	✓	
Officer's Signature on all required documents.	✓	
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:		2/11/10