Manufacturing Revenue Bond Checklist

**GENERAL INFORMATION**

- Name, mailing address and telephone number of applicant
- Name of borrowing entity if different from operating company
- Contact name and telephone number
- State of incorporation and date
- Auditor's name, mailing address and telephone number
- Legal Counsel's name, mailing address and telephone number
- Name and contact name, mailing address and telephone number of:
  - Principal bank
  - Letter of Credit bank

**PROJECT INFORMATION**

- Purpose of funding request including specific use of bond funds
- Project information (legal description of property and property history)
- Breakdown of expenditures
- Job creation/retention consideration: current staffing of the firm and projections for two years following project completion including position titles, salary levels and benefits summary
- CHFA project plan
FINANCIAL INFORMATION

➢ Historical financial information for the prior three fiscal year ends

➢ Interim financial information less than 90 days old

➢ Projected financial statements for three years following project completion including assumptions

➢ Three year history of Tax Exempt Bond Financing utilized by the firm

➢ Three year projection of other Bond Financing needs of the firm

➢ Projection of expenses to be included in Bonds incurred prior to Bond Sale

➢ Outstanding litigation of company

➢ Current debt schedule (outstanding debt and payments)

BOND STRUCTURE

➢ Project rationale (reason for requesting I.D.R.B.)

➢ I.D.R.B. amount and terms requested

➢ Project timing (construction and acquisition time frames)