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# 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

- Company history and overview
- Summary of management experience
- Major competitors and market share

## 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)