Checklist for Financing

Real Estate

Booklet and forms in Word format are available at website: www.tre.wa.gov

1) Notify County Treasurer, if applicable……………………………………………

2) Submit Notice of Intent with Real Estate Worksheet ……………………

3) Receive acknowledgment of Notice of Intent…………………………………….

4) Complete Credit Form …………………………………………………………

5) Receive credit approval ……………………………………………………………

6) Provide the following signed documents prior to the cut-off date:

   Reimbursement Resolution ……………………………………………………

   Authorizing Resolution or, for cities, Ordinance – Real Prop. ……………

   Certificate of Authorizing Resolution or Ordinance ……………………

   Certificate Designating Authorized Agency Representatives …………

   Local Agency Financing Lease - Real Property ……………………………

   Site Lease – Real Property ……………………………………………………

   Opinion of Local Agency Counsel – Real Property ………………………

   Tax Certificate …………………………………………………………………

   Evidence of Incumbency ………………………………………………………

7) Provide the following items:

   Evidence of property insurance (fire insurance in amount of financing or guaranteed replacement and proof of $1million in liability coverage)………

   Copy of current title insurance policy …………………………………………

   Copy of construction contract, if construction

   Copy of current loan documents, if a refinance ………………………………

   Proof of items paid for (i.e., cancelled warrants), if a reimbursement ………

Remember: All completed documentation must be provided to the Office of the State Treasurer by the cutoff date to be included in the next financing.

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