

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 \$1 million 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.