



Applicant's Agenda for Colorado Development Finance Corporation Lease Finance Program

Below is a brief outline of the steps necessary for an entity to complete a lease purchase transaction through Colorado Development Finance Corporation (CDFC). Designed to provide clarity for applicants, the outline separates the lease purchase process into segments and, we hope, provides a coherent view of CDFC's process. Although not exhaustive, it provides a concise look at how CDFC operates from an applicant's viewpoint, from submission of an application through closing of a transaction. Please feel free to contact us with any additional questions.

Preliminary Steps

- 1) Complete CDFC application, including the Credit Event Checklist. The application can be completed and submitted online or in hard copy.
- 2) Provide CDFC with the necessary disclosure information. In most cases, financial audits going back 3 years and a current budget will be sufficient. Making CDFC aware of links to where this information is posted online counts as providing the information.
- 3) Pending approval into the program, a plan of finance will be developed in coordination with CDFC's financial advisors. This will assist in making elected officials aware of the project and securing preliminary approval.

Formal Approval

- 4) Finalize project or equipment to be acquired, including a budget amount and lease term.
- 5) Develop calendar or schedule for formal approval of the lease by governing body. Each participant will have its own internal approval process for lease purchase agreements that needs to be coordinated with CDFC's projected closing date. Because of this, we may ask about meeting schedules and approval procedure to help in this coordination effort.
- 6) Secure an opinion with respect to the validity of the lease from local counsel.

Closing

- 7) Finalize all documents. Obtain approval of the lease transaction by governing body. Secure all necessary signatures for lease execution.
After closing, accounts will be established with the Program's Trustee to hold project funds, which will be disbursed as assets are purchased.