SECURED LENDING
CLIENT INTAKE QUESTIONNAIRE:

Send us the term sheet, commitment letter, and loan documents BEFORE you sign. A personal guarantee puts your own assets at risk, and a blanket lien can cover everything your business owns. Commitment letters and rate locks expire, so tell us every deadline.

CONFIDENTIAL. This questionnaire is for individuals and small businesses involved in a secured loan — as borrower, guarantor, or private lender. It covers pre-closing due diligence and document preparation, corporate authorization, closing coordination, and post-closing filings. If a question does not apply, write "N/A." If unknown, write "Unknown."

NAME OF THE CLIENT:

Client type:

[__] Individual [__] LLC [__] Corporation

[__] Partnership [__] Sole proprietor / DBA [__] Trust

[__] Full Legal Name / Entity Name: ______________________________

State of formation: ______________________ Date formed: __________ EIN (last 4): ________

Contact person & title: ______________________________ Syndicate Plan Member ID: _______

Address: ______________________________

City: ______________________ County: ______________ State: _____ Zip: _______

Phone: ______________________ Email: ______________________

Your role in this transaction:

[__] Borrower [__] Guarantor

[__] Lender (private / seller financing) [__] Buyer / seller in a financed sale

[__] Investor

PART 1 — THE TRANSACTION

1.1 Type of financing:

[__] Term loan [__] Line of credit

[__] SBA loan (7(a) / 504) [__] Equipment financing

[__] Real estate secured loan [__] Acquisition financing

[__] Seller carry-back note [__] Accounts receivable / factoring

[__] Refinance of existing debt [__] Other

1.2 Loan amount: $ ______________________ Interest rate: _______ Term: ______________

1.3 Purpose of the loan: ______________________________

1.4 Lender name / contact: ______________________________ Lender's counsel: ______________

1.5 Term sheet or commitment letter date: ______________________ Expires: ______________

1.6 Target closing date: ______________________ Funding date: ______________________

PART 2 — COLLATERAL

2.1 What will secure the loan?

[__] All business assets (blanket lien)
[__] Accounts receivable
[__] Inventory
[__] Equipment
[__] Real property
[__] Deposit accounts
[__] Vehicles / titled property
[__] Intellectual property
[__] Equity interests (stock / membership units)
[__] Personal assets of an owner

Collateral Description	Location	Est. Value $	Existing Liens $

2.2 Are there existing liens, UCC filings, or mortgages on the collateral? [__] Yes [__] No

2.3 Will existing loans be paid off at closing (payoffs / terminations)? [__] Yes [__] No

If yes, explain: ____

____

2.4 Is a subordination or intercreditor agreement expected? [__] Yes [__] No

2.5 Is any collateral at a leased or third-party location? [__] Yes [__] No

PART 3 — GUARANTEES & CREDIT SUPPORT

Guarantor Name	Relationship to Borrower	Guarantee Type (unlimited / limited / validity)	Spouse Signing?

3.1 Is a pledge of ownership interests required? [__] Yes [__] No

3.2 Are life insurance, key person, or property insurance assignments required? [__] Yes [__] No

3.3 Is a deposit account control agreement or lockbox required? [__] Yes [__] No

A personal guarantee can make an owner responsible for the full loan even if the business fails. We will review the scope and any limits with you.

PART 4 — ENTITY & CORPORATE AUTHORIZATION

4.1 Is the entity in good standing in its state of formation? [__] Yes [__] No

4.2 Is the entity qualified to do business in other states where it operates? [__] Yes [__] No

States: ____

4.3 Owners & Managers:

Name	Title / Role	Ownership %	Signing Authority?

4.4 Governing documents available:

[__] Articles / charter documents
[__] Bylaws / operating agreement
[__] Prior amendments or name changes
[__] Merger documents
[__] Prior board / member consents
[__] None located

4.5 Have there been name changes, mergers, or conversions? [__] Yes [__] No

If yes, explain: ____

____

Lenders typically require good standing certificates, certified charter copies, and signed consents of owners and managers before closing.

PART 5 — DUE DILIGENCE

5.1 Searches needed:

[__] UCC financing statement searches
[__] Judgment & tax lien searches
[__] Litigation / bankruptcy searches
[__] Real property title search
[__] Good standing certificates
[__] Certified charter copies
[__] IP (trademark / patent) lien searches

5.2 Pending lawsuits, judgments, or tax liens against any party? [__] Yes [__] No

If yes, explain: ____

____

5.3 Has the borrower or any guarantor filed bankruptcy in the past 10 years? [__] Yes [__] No

5.4 Documents you can provide:

[__] Financial statements
[__] Tax returns
[__] Leases
[__] Major customer / vendor contracts
[__] Licenses & permits
[__] Insurance policies
[__] Existing loan documents
[__] Cap table / equity records

PART 6 — CLOSING & POST-CLOSING

6.1 Support needed:

[__] Closing agenda / checklist
[__] Document preparation & review
[__] Signature coordination
[__] UCC-1 filings

- [__] Deed of trust / mortgage recording
- [__] Fixture filings
- [__] IP assignment filings
- [__] Charter amendments
- [__] Closing binder / index
- [__] Minute book updates
- [__] Blue sky / securities filings

6.2 Closing method:

[__] In person [__] Remote / electronic signatures [__] Escrow closing

6.3 Deadlines, conditions, or issues we should know about: ______________________________

____

____

PART 7 — CURRENT DEBT & PROBLEMS

Existing Lender	Type of Debt	Balance $	Monthly Payment $	Secured By

7.1 Is the borrower behind on any loan, lease, or tax obligation? [__] Yes [__] No

7.2 Has any lender declared a default or demanded payment? [__] Yes [__] No

If yes, explain: ____

____

PART 8 — DOCUMENT CHECKLIST

Please provide copies of the following, if available. Check each item you are including.

- [__] Term sheet / commitment letter
- [__] Draft loan & security documents
- [__] Formation & governing documents
- [__] Prior UCC filings / searches
- [__] Existing loan documents & payoff statements
- [__] Financial statements & tax returns
- [__] Leases for collateral locations
- [__] Insurance certificates
- [__] Equity / cap table records
- [__] Purchase agreement (if acquisition)

Certification:

I declare that the information provided in this questionnaire is true, correct, and complete to the best of my knowledge, and that I am authorized to provide it on behalf of the client named above. I understand this information is provided to Syndicate Subscription Legal Plans in confidence for the purpose of this secured lending transaction.

Signed and dated this ____ day of ________________________, 20___

Signature: ____

Print Name: ______________________________

Title: ______________________________

Please Print and Email to STEVE@STEVEMUELLERLEGAL.COM, or save this document as a PDF and email to STEVE@STEVEMUELLERLEGAL.COM,
Your information will be reviewed within one hour.