MUNICIPAL & PUBLIC FINANCE CLIENT INTAKE QUESTIONNAIRE:

TWO EARLY ITEMS: if you expect to reimburse yourself from bond proceeds for money already spent, a declaration of official intent generally must be adopted BEFORE the spending; and tax-exempt financings require public approval steps and volume cap allocation in many cases. Tell us your spending and approval timeline first.

CONFIDENTIAL. This questionnaire scopes a municipal or public finance transaction — governmental financings, 501(c)(3) financings, and other private activity financings, on a taxable or tax-exempt basis. It is for state and local issuers, authorities and conduit issuers, nonprofit borrowers, and financial institutions participating in the transaction. Estimates are fine at this stage. If a question does not apply, write "N/A."

NAME OF THE CLIENT:

Client type:

[__] City / town
[__] County
[__] School or community college district
[__] Special district
[__] State agency or authority
[__] Joint powers authority / conduit issuer
[__] 501(c)(3) borrower
[__] Private borrower (private activity)
[__] Financial institution / purchaser
[__] Underwriter / placement agent

[__] Legal Name of Entity: ______________________________

State: ______________________ Year established: ________

EIN / CUSIP-6 (if any): ______________

Contact person & title: ______________________

Syndicate Plan Member ID: ______________________

Address: ______________________________

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

Phone: ______________________ Email: ______________________

PART 1 — THE FINANCING

1.1 Type of financing:

[__] General obligation bonds
[__] Revenue bonds
[__] Certificates of participation / lease revenue
[__] Assessment or special tax bonds
[__] Tax increment / redevelopment
[__] Private activity bonds
[__] Qualified 501(c)(3) bonds
[__] Exempt facility bonds
[__] Small issue industrial development bonds
[__] Short-term notes (TRAN / RAN / BAN)
[__] Direct purchase / bank loan
[__] Refunding (current or advance)
[__] Taxable bonds
[__] Green / social / sustainability bonds

1.2 Tax status intended:

[__] Tax-exempt   [__] Taxable

[__] Both / mixed   [__] Not yet determined

1.3 Par amount: $ ______________________________ Expected closing: _______ Term: ___________

1.4 Purpose of the financing (project, refunding, cash flow): ____

____

____

1.5 Project location & description: ____

PART 2 — SECURITY & STRUCTURE

2.1 Source of repayment:

[__] Full faith and credit / ad valorem taxes   [__] Net or gross revenues of a system

[__] Lease payments subject to appropriation   [__] Special assessments or special taxes

[__] Tax increment revenues   [__] Loan payments from a conduit borrower

[__] Mortgage or deed of trust   [__] State intercept or moral obligation

2.2 Structure features:

[__] Fixed rate   [__] Variable rate

[__] Capital appreciation / zero coupon   [__] Serial & term bonds

[__] Reserve fund   [__] Capitalized interest

[__] Bond insurance or letter of credit

2.3 Existing debt secured by the same revenues: $ _______________ Additional bonds test? ___________

2.4 Are ratings or credit enhancement expected? [__] Yes [__] No

Agencies / insurer: ____

PART 3 — AUTHORIZATION & APPROVALS

Approval Step	Done	Needed	N/A
Statutory or charter authority identified	[__]	[__]	[__]
Governing body resolution authorizing issuance	[__]	[__]	[__]
Voter approval / election (if required)	[__]	[__]	[__]
Debt limit analysis	[__]	[__]	[__]
Declaration of official intent (reimbursement)	[__]	[__]	[__]
Public hearing and approval (TEFRA, for private activity bonds)	[__]	[__]	[__]
State volume cap allocation	[__]	[__]	[__]
Conduit issuer inducement resolution	[__]	[__]	[__]
Validation or judicial action (if used)	[__]	[__]	[__]
Board approval by the borrower (501(c)(3))	[__]	[__]	[__]

3.1 Date of authorizing resolution or election: ________________________ Next meeting date: __________

3.2 Has money already been spent on the project that you intend to reimburse? [__] Yes [__] No

Date spending began: ____

PART 4 — TAX MATTERS (TAX-EXEMPT FINANCINGS)

Tax Question	Applies	Not Sure	N/A
Private business use of financed property	[__]	[__]	[__]
Private payments or security from private parties	[__]	[__]	[__]
Management, service, or research contracts affecting use	[__]	[__]	[__]
Naming rights or leases to private parties	[__]	[__]	[__]
Arbitrage yield restriction & rebate	[__]	[__]	[__]
Reimbursement rules	[__]	[__]	[__]
Bank-qualified designation	[__]	[__]	[__]
Refunding limits (advance refundings are generally taxable)	[__]	[__]	[__]
Change-of-use monitoring after closing	[__]	[__]	[__]

4.1 Will part of the facility be used by a private business or lessee? [__] Yes [__] No

4.2 Will a state tax exemption opinion be required in addition to federal? [__] Yes [__] No

Bond counsel delivers the approving opinion on validity and tax exemption. We coordinate with bond counsel and prepare supporting analysis and documents.

PART 5 — OFFERING & DISCLOSURE

5.1 Method of sale:

[__] Competitive sale
[__] Negotiated sale
[__] Private placement / direct purchase
[__] Not yet determined

Document	Drafted	In Progress	Not Started
Preliminary & final official statement	[__]	[__]	[__]
Trust indenture or resolution	[__]	[__]	[__]
Loan or lease agreement	[__]	[__]	[__]
Bond purchase agreement	[__]	[__]	[__]
Continuing disclosure undertaking	[__]	[__]	[__]
Tax certificate & IRS information return	[__]	[__]	[__]
Investor letter (private placement)	[__]	[__]	[__]
Closing certificates & opinions	[__]	[__]	[__]

5.2 Is the issuer current on continuing disclosure filings for prior bonds? [__] Yes [__] No

Failures to file annual reports or event notices for prior issues must generally be disclosed in the official statement for the new issue.

5.3 Material events in the last five years (defaults, rating changes)? [__] Yes [__] No

If yes, explain: ____

____

PART 6 — TRANSACTION PARTIES

Role	Firm	Engaged?
Municipal advisor		
Underwriter / placement agent		
Underwriter’s counsel		
Trustee / fiscal agent		
Verification agent		
Feasibility consultant		
Auditor		

Advice to a municipal entity about the issuance of municipal securities is a regulated activity; firms providing that advice must be registered municipal advisors unless an exemption applies. We will confirm each party’s role in writing before work begins.

PART 7 — POST-ISSUANCE COMPLIANCE

Item	In Place	Needs Work	Not Sure
Written post-issuance compliance procedures	[__]	[__]	[__]
Arbitrage rebate calculations & payments	[__]	[__]	[__]
Private use monitoring & records	[__]	[__]	[__]
Annual continuing disclosure filings	[__]	[__]	[__]
Material event notices	[__]	[__]	[__]
Records retention for the life of the bonds	[__]	[__]	[__]

7.1 Any IRS examination or voluntary closing agreement? [__] Yes [__] No

PART 8 — DOCUMENTS & CERTIFICATION

Please provide the following, if applicable. Check each item available.

[__] Authorizing resolutions & minutes

[__] Audited financial statements (3 years)

[__] Revenue & rate studies

[__] Existing continuing disclosure filings

[__] Election results (if voter-approved)

[__] Prior bond documents & official statements

[__] Budget & capital improvement plan

[__] Project budget & spending to date

[__] Leases, management or service contracts

[__] Draft term sheet from purchaser

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 entity named above. I understand this information is provided to Syndicate Subscription Legal Plans in confidence for the purpose of evaluating and scoping this financing.

Signed and dated this ____ day of ________________________, 20___

Signature: ____

Print Name: ______________________________

Title: ______________________________

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Your information will be reviewed within one hour.