



Syndicate Subscription Legal Plans

INFRASTRUCTURE CORPORATE CLIENT INTAKE QUESTIONNAIRE:

APPEAL AND NOTICE WINDOWS ARE SHORT. Zoning and land use decisions, permit denials, tax assessment and abatement rulings, and claims on public contracts often must be challenged within days or weeks. Property rights can also be lost over time through unchallenged use of your land. Tell us any pending decision or encroachment first.

CONFIDENTIAL. This questionnaire covers corporate legal work and capital markets advisory for infrastructure businesses — owners, developers, operators, contractors, and public agencies across transportation, energy and utilities, water and waste, industrial plants, ports and airports, social infrastructure, and mining and storage assets. Complete the sections that apply. If a question does not apply, write "N/A."

NAME OF THE CLIENT:

☐ Legal Entity Name: _____

DBA / project names: _____ Year founded: _____

Entity type:

☐ Corporation

☐ LLC

☐ Partnership

☐ Joint venture

☐ Public agency or authority

☐ Public company

☐ Subsidiary of a parent

☐ Foreign parent

State of formation: _____ EIN (last 4): _____

States / countries of operation: _____ **Syndicate Plan Member ID:** _____

Contact person & title: _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Annual revenue: \$ _____ Employees: _____

PART 1 — YOUR ASSETS & ROLE

1.1 Asset types:

☐ Roads, tunnels, rail & bridges

☐ Power stations & utilities

☐ Water, desalination & treatment

☐ Waste facilities

☐ Cement plants

☐ Pulp & paper mills

☐ Pipelines (onshore & offshore)

☐ Oil, gas & refineries

☐ Petrochemical & chemical facilities

☐ Airports & ports

☐ Hotels & casinos

☐ Hospitals & social infrastructure

☐ Correctional facilities

☐ Metal & mineral processing

☐ Mining infrastructure

☐ Bulk storage terminals



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1.2 Your role:

- | | |
|---|---|
| ☐ Owner / asset holder | ☐ Developer |
| ☐ Operator | ☐ Contractor |
| ☐ Investor or fund | ☐ Public agency or authority |
| ☐ Concessionaire (P3) | ☐ Service provider |

1.3 Describe your assets, projects, and current stage:

PART 2 — SERVICES NEEDED

Entity, Governance & Filings:

- | | |
|--|--|
| ☐ Formation or incorporation | ☐ Project entities & joint ventures |
| ☐ Operating agreement / bylaws | ☐ Corporate resolutions |
| ☐ Annual reports & business filings | ☐ Foreign qualification |
| ☐ International incorporation | ☐ Business licenses & permits |

Land, Property Rights & Title:

- | | |
|---|---|
| ☐ Site acquisition & disposition | ☐ Easements & rights of way |
| ☐ Easement disputes | ☐ Boundary disputes |
| ☐ Adverse possession & prescriptive claims | ☐ Restrictive covenants |
| ☐ Deeds & title curative work | ☐ Leases & ground leases |
| ☐ Condemnation & eminent domain | ☐ Encroachment & access issues |

Entitlements, Zoning & Environment:

- | | |
|--|---|
| ☐ Zoning & land use approvals | ☐ Zoning and land use appeals |
| ☐ Conditional use & variance applications | ☐ Environmental review & permits |
| ☐ Water rights & resource approvals | ☐ Community & agency engagement |
| ☐ Administrative action defense | ☐ Permit conditions & compliance |

Project Delivery & Contracts:

- | | |
|---|--|
| ☐ Design & engineering agreements | ☐ EPC & construction contracts |
| ☐ Design-build & delivery method review | ☐ Operations & maintenance agreements |
| ☐ Concession & public-private partnership agreements | ☐ Government contracts & procurement |
| ☐ Subcontracts & flow-downs | ☐ Bonds, guarantees & letters of credit |
| ☐ Claims, changes & delay analysis | ☐ Supply chain disputes |



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Insurance, Tax Incentives & Risk:

- | | |
|---|---|
| ☐ Insurance program review | ☐ Insurance coverage disputes |
| ☐ Builders risk & liability claims | ☐ Tax abatements & incentives |
| ☐ Change of special tax status | ☐ Property tax assessment appeals |
| ☐ Non-disclosure & fraud disputes | ☐ Risk allocation & indemnity review |

Capital Markets & Finance:

- | | |
|---|---|
| ☐ Capital markets consultation | ☐ Project finance * |
| ☐ Municipal & public finance * | ☐ Private placement (Reg D / Reg A) |
| ☐ Secured lending & credit facilities international) | ☐ Exchange listing (OTC, Nasdaq, NYSE, |
| ☐ Securities & blue sky compliance | ☐ Mergers, acquisitions & asset sales |
| ☐ Investor agreements & cap table | ☐ Restructuring or bankruptcy |

** Detailed intake forms exist for project financings and for municipal and public finance transactions.*

2.1 Describe your most urgent matter and objective: _____

2.2 Deadline (hearing, appeal, notice, milestone, closing): _____

PART 3 — PROJECTS & ASSETS

Project / Asset	Location	Type	Value or Capacity	Stage

3.1 Construction start: _____ Completion / in service: _____

3.2 Is the project publicly owned, privately owned, or a public-private partnership? ☐ Yes ☐ No

If yes, explain: _____

3.3 Are there government approvals, agreements, or funding sources involved? ☐ Yes ☐ No

3.4 Is the asset operating, under construction, or in development? ☐ Yes ☐ No

If yes, explain: _____



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PART 4 — LAND & PROPERTY RIGHTS

Property / Parcel (APN or location)	Owned, Leased or Easement	Acres	Use	Encumbrances

4.1 Do you have current title reports and surveys for each site? ☐ Yes ☐ No

4.2 Are there boundary, encroachment, or access disputes? ☐ Yes ☐ No

4.3 Is anyone using your property without permission? ☐ Yes ☐ No

Continuous unauthorized use can ripen into prescriptive or possessory rights over time. Early action preserves your position.

4.4 Are there restrictive covenants, deed restrictions, or use limitations? ☐ Yes ☐ No

4.5 Are easements and rights of way documented and recorded? ☐ Yes ☐ No

4.6 Is condemnation, eminent domain, or a taking threatened or underway? ☐ Yes ☐ No

PART 5 — ENTITLEMENTS, ZONING & ENVIRONMENT

Approval	Obtained	Pending	Not Started
Zoning designation & conformity	☐	☐	☐
Conditional use permit or variance	☐	☐	☐
Site plan or development approval	☐	☐	☐
Environmental review & clearance	☐	☐	☐
Environmental permits (air, water, waste)	☐	☐	☐
Water rights or supply approvals	☐	☐	☐
Building & construction permits	☐	☐	☐
Utility & interconnection approvals	☐	☐	☐
Community benefit or mitigation agreements	☐	☐	☐

5.1 Has any approval been denied, conditioned, or appealed? ☐ Yes ☐ No

Decision date & appeal deadline: _____

5.2 Is there organized community, neighbor, or agency opposition? ☐ Yes ☐ No

If yes, explain: _____

5.3 Are there tribal, cultural, historic, or species considerations? ☐ Yes ☐ No

If yes, explain: _____



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PART 6 — CONSTRUCTION, CONTRACTS & CLAIMS

Contract / Counterparty	Role (designer, contractor, operator)	Value \$	Term	Signed?

6.1 Delivery method:

☐ Design-bid-build

☐ Design-build

☐ EPC

☐ Construction manager at risk

☐ Progressive delivery

☐ Concession / P3

6.2 Do contracts address changes, delay, LDs, and disputes? ☐ Yes ☐ No

6.3 Are payment and performance bonds, guarantees, or letters of credit in place? ☐ Yes ☐ No

6.4 Are there pending change orders, delay claims, or cost overruns? ☐ Yes ☐ No

Public and private contracts usually require written notice of claims within days of the event. Late notice can waive the claim entirely.

6.5 Are there prevailing wage, domestic content, or local hiring requirements? ☐ Yes ☐ No

PART 7 — INSURANCE, TAX INCENTIVES & DISPUTES

7.1 Insurance & bonding in place:

☐ General liability

☐ Builders risk

☐ Professional liability

☐ Property & business interruption

☐ Environmental

☐ Surety bonds

☐ Political risk

7.2 Has an insurer denied, reserved rights, or underpaid a claim? ☐ Yes ☐ No

Insurer, claim number & date of denial: _____

7.3 Do you have or seek tax abatements, exemptions, or special tax status? ☐ Yes ☐ No

7.4 Is a property tax assessment or special assessment being challenged? ☐ Yes ☐ No

7.5 Current disputes:

☐ Contract or construction dispute

☐ Property or easement dispute

☐ Zoning or permit appeal

☐ Insurance coverage dispute

☐ Government contract claim

☐ Environmental claim

☐ Non-disclosure or fraud claim

☐ Collections

☐ None

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PART 8 — FINANCE, PEOPLE, DOCUMENTS & CERTIFICATION

Existing Debt / Facility	Lender or Investor	Balance \$	Maturity	Collateral

8.1 Capital sought: \$ _____ Purpose: _____

8.2 Capital strategy:

- | | |
|---|---|
| ☐ Development capital | ☐ Construction financing |
| ☐ Long-term or permanent debt | ☐ Tax-exempt or public financing |
| ☐ Equity or infrastructure fund investment | ☐ Public offering or listing |
| ☐ Sale of assets or the company | ☐ Not sure — need advice |

8.3 Employees: _____ Contractors: _____ States with workers: _____

8.4 Is a non-disclosure agreement required before documents are shared? ☐ Yes ☐ No

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

- | | |
|---|--|
| ☐ Formation & governance documents | ☐ Ownership / cap table |
| ☐ Financial statements & project budgets | ☐ Title reports, surveys & deeds |
| ☐ Easements, leases & land agreements | ☐ Permits, approvals & conditions |
| ☐ Design, construction & O&M contracts | ☐ Concession or government agreements |
| ☐ Insurance policies & bonds | ☐ Loan & investor documents |

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 engagement.

Signed and dated this ____ day of _____, 20__

Signature: _____

Print Name: _____

Title: _____

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