



220 22nd Avenue East, Suite 106, Alexandria, MN 56308 • Phone: 320-763-7600 • Fax: 320-763-9600

City of South Bend, Indiana
227 West Jefferson Boulevard
South Bend, IN 46601

Dear Jonathan Jones,

Enclosed you will find finance documentation for your recent equipment purchase. Please review, sign, and date all the enclosed documents. Be sure to completely list your insurance information. Do not alter documents in any way.

Please return the following items to my attention:

- ▣ Government Obligation Contract
- ▣ Exhibit A – Description of Equipment
- ▣ Exhibit B – Payment Schedule
- ▣ Exhibit C – Acceptance of Obligation to Commence Contract
- ▣ Exhibit D – Obligor Resolution
- ▣ Exhibit E – Officer's Certificate
- ▣ Exhibit F – Payment Request and Equipment Acceptance Form
- ▣ Exhibit G – Signature Card
- ▣ Exhibit H – Obligor Acknowledgement
- ▣ Exhibit I – Bank Qualified Certificate (if bank qualified)
- ▣ Insurance Requirements
- ▣ Debit Authorization – (Preferred)
- ▣ IRS 8038-G
- ▣ Copy of Sales Tax Exemption certificate – please provide if applicable

Include in the return documentation a check in the amount of **\$250.00** made payable to Lease Servicing Center, Inc. dba National Cooperative Leasing. This is your one-time documentation fee of \$250.00

Please call me at 320-763-7600 with any questions you may have and thank you for your business. We hope to continue to work with your company for many years to come. Please let us know if we can be of any assistance in the future!

Sincerely,

Tim Goetsch

Enclosures