**REQUEST TO CLOSE LOAN**

Date

From  Regional or Local Fund Manager

To Shawne Haddad, CLP Program Specialist

Community

Borrower

This Request to Close is required prior to MEDC providing a Loan Approval Memo and Loan Agreement Exhibit.

The Regional or Local Fund Manager states:

1. all pre-closing due diligence (financial and compliance) has been completed.
2. the background check was approved on       and the loan will close within 6 months of that date.
3. the loan will be scheduled to be closed within the next 30 days.
4. an updated/signed Estimated Employment Creation and/or Retention Form, Attachment D (or D-1) is attached, will be used to set the base number of employees for the project and is dated within 1 week of the Request to Close Loan Memo.
5. if closing does not occur within 30 days from the date of the Loan Approval letter, a new Request to Close **and** Estimated Employment Creation and/or Retention Form, Attachment D (or D-1) are required and will be submitted.

Signed by: Dated:

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 name

 title