

# **Alpha Gamma Rho Fraternity Chapter House Loan Fund**

## **Documentation Checklist**

### **A. Before closing**

1. Certified minutes or resolution.
2. Mortgage or deed of trust (depending on state law) prepared at expense of Alumni Corporation, approved by Chapter House Loan Fund Legal Counsel.
3. Draft of note, prepared at expense of Alumni Corporation, approved by Chapter House Loan Fund Legal Counsel. Must include provision for late charge of 2% over the rate on the face of the note, if payments not made within 30 days of the due date.
4. Title policy or opinion.
5. Unrecorded, executed warranty deed as security of guarantee.
6. Executed conditional assignment of rents.

### **B. After closing**

1. Insurance policy for Chapter House Loan Fund and Alpha Gamma Rho Fraternity, Inc. listed as additional insured.
2. Copy of other notes and mortgages.
3. Copies of revised lease.