



STEVE MUELLER'S –  
SYNDICATE LEGAL SERVICES

SECURED LENDING

# Syndicate Legal Services – Secured Lending



## **SYNDICATE LEGAL SERVICES**

*Team of:*  
*Attorneys / Lawyers*  
*Law Clerks*  
*Paralegals*  
*Industry Specialists*

### **Secured Lending (pre-closing):**

- We prepare a Closing Agenda (or checklist) together with a list of all assignments & schedules for which we will be responsible for.
- We assist in all Due Diligence.
- We draft requests for due diligence documents or assisting in receiving & tracking due diligence documents.
- We perform UCC financing statement searches and prepare UCC Chart with search results.
- We perform other public records searches as required.
- We prepare other documents, such as (but not limited to): Assignments, Employment Agreements, Bills of Sale, Stock Certificates, W-9's, FIRPTA Certificate 1445, Deeds, UCC Financing Statements, etc.
- We prepare Secretary's Certificates, Officers' Certificates, Mergers Certificates & Charter Amendments (name change, etc.).

### **Secured Lending (corporate authorization):**

- We draft stockholders & directors consents.
- We obtain long and/or short good standing certificates for all applicable entities, domestic & foreign.
- We obtain tax good standing certificates (as required)
- We restore to good standing (as required)
- We order certified copies of charter.

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### Secured Lending (closing):

- We finalize documents, separate signature pages for execution and prepare correct number of signature pages for the closing.
- We Coordinate obtaining signatures.
- We File charter amendments, UCC financing statements and assist in fulfilling any other closing conditions

### Secured Lending (post-closing):

- We track post-closing matters.
- We file appropriate originals in minute book.
- We revise closing agenda into closing index for binder.
- We file post closing filings (i.e., trademark assignments)
- We provide blue sky assistance (in private equity transactions)

STEVE MUELLER'S –  
SYNDICATE LEGAL SERVICES:

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