

**ECONOMIC DEVELOPMENT ADMINISTRATION  
FIRST PRIORITY LIEN CHECKLIST**

EDA Award Number: \_\_\_\_\_ Date: \_\_\_\_\_

Recipient: \_\_\_\_\_

Co-Recipient(s): \_\_\_\_\_

Recipient's Authorized Representative: \_\_\_\_\_  
*Name & Phone Number*

\_\_\_\_\_ Executed or \_\_\_\_\_ Draft Agreement & Mortgage or Deed of Trust document (First Priority Lien) submitted to EDA for securing EDA's interest in the property acquired or improved by this Award.

The Agreement & Mortgage/Deed of Trust document is required by Special Award Condition Number(s): \_\_\_\_\_.

Y	N	NA
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1. All Special Award Conditions required for the Agreement & Mortgage/Deed of Trust have been met.

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2. The Agreement & Mortgage/Deed of Trust document has been completely filled out.

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3. "Exhibit A" has the complete legal description of the project property and has been attached to the draft/executed Agreement & Mortgage/Deed of Trust document.

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4. The completed Agreement & Mortgage/Deed of Trust document has been recorded in the appropriate jurisdiction.

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5. If required by EDA, an opinion of Recipient's counsel has been provided to substantiate that the Agreement & Mortgage/Deed of Trust was validly executed and properly recorded.

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\_\_\_\_\_  
**Prepared By (Signature)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Prepared By (Typed or Written Name & Title)**