



AG FINANCE

Loan Procedure Checklist

1. Meet with potential borrower to collect financial information and determine desired loan program. The origination fee check should be made out to TS Ag Finance and should be equal to 0.50% of the loan balance.
2. Determine desired loan program, either Farmer Mac or Ag Finance Loans. Regardless of the loan program financial information will be inputted into Farmer Mac's AgPower. Access AgPower at www.efarmermac.com and use the login information given to you from TS Ag Finance.
3. Input the borrower and financial information and upload supporting documents into AgPower. Information needed includes:
 - Narrative based on the "5 C's of Credit"
 - Tax Returns: 4-5 years
 - Balance Sheet: Current dated within 90 days
 - Historical Balance Sheets: 3-4 years, preferably yearend balance sheets
 - Credit Report: Dated within 60 days
 - Applicable asset or liability verifications
 - Copies of any purchase agreements, lease agreements, water rights, etc.
 - Verification of non-farm income if applicable and material to the credit decision
4. Share the loan file with TS Ag Finance. The origination fee check can be mailed to:

TS Ag Finance a DBA of Treynor State Bank
Attn: Loan Operations
15 E Main Street
PO Box A
Treynor, IA 51575
5. TS Ag Finance will underwrite the file and relay any questions back to the originator prior to submitting the file to the desired funding source.
6. TS Ag Finance will act as the intermediary between the funding source and the originator. If additional information is requested from the funding source, TS Ag Finance will communicate the request to the originator.

7. Once a Preliminary Loan Approval Letter has been received it will be forwarded to the originator and the borrower by TS Ag Finance. No Preliminary Loan Approval Letters will be sent until the origination fee check is received.
8. The originator is responsible for engaging an appraiser and ordering title work. Once the appraisal and title work is received it should be forwarded, via email, to Hugh Marsden (hugh.marsden@tsagfinance.com) and/or Mark Dunn (mark.dunn@tsagfinance.com). The approvals will always be subject to the appraisal and title work review.
9. TS Ag Finance will review and submit the appraisal and title work to the funding source and communicate any deficiencies back to the originator. The originator will confirm with TS Ag Finance the loan product, term and payment frequency along with the originator's desired field servicing fee.
10. When a loan receives a final approval or an Instruction Letter, TS Ag Finance will rate lock the loan with the funding source. Signed copies of the application, balance sheets and tax returns should be uploaded prior to TS Ag Finance rate locking the loan.
11. Once a loan is rate locked, TS Ag Finance will work with CGB Agrifinancial Services and the originator to prepare the loan documents. CGB will forward all closing documents to the title company for closing.
12. The loan closing will take place at the title company with funds wired to the title company's escrow account.
13. Once the loan is closed, TS Ag Finance will issue the originator any incentive or rebate due per the current incentive plan.
14. CGB Agrifinaical Services will pay the field servicing spread to the originator when the borrower makes a payment. The originator should remain as the borrower's Primary Relationship Manager for the life of the loan.