



E-Community Check Request Checklist

Please provide this checklist along with the items from the list, and indicate what information you are sending, by checking the appropriate box.

- Signed copy of the Marketing Release of Information and Annual Progress Report document
- Scoring provided by the members of the Financial Review Board.
- Proof of financial commitments from all private and public providers of capital. Proof must include: disbursement date, name of financial institution, and amount. Examples: promissory note, loan agreement, letter from financial institution (signed loan documents from financial institute to be provided after closing).
- Initial report and Check Request completed and signed
- Copy of the NetWork Kansas loan documents: Promissory Note, Security Agreement, Mortgage & Security Agreement, Personal Guaranty and Corp Resolution for Borrowing Funds. An unsigned copy can be sent in advance of the closing if it is not possible to have it signed beforehand. Please remember to email or send the signed copy as soon as it is available.
Is the copy you are providing signed? ----
- An amortization schedule for the E-Community portion of the loan, monthly payments indicating portion applied to principal and interest.

Select one of the following for submitting documents:

- 1) Scan and Email Instructions
 - Scan documents separately or as one PDF
 - Email documents to kpetersen@networkkansas.com, subject box should read "E-Community Check Request".
- 2) Mailing documents
 - If you prefer to mail documents please send to the following address: NetWork Kansas, Attn: Kristi Pedersen, PO Box 877, Andover, KS 67002

Within 3 to 5 business days of receiving the completed documents, you will be contacted if there are questions about the request.

If you do not receive a confirmation within 3 or 4 days of sending documents, or if you have any questions regarding the list or would like to confirm that all documents are accurate prior to sending them, please contact Kristi Pedersen at (316) 425-8808 or email at kpetersen@networkkansas.com.

Upon verification that all information is complete and accurate, a check will be mailed. Checks are printed and mailed on Fridays.

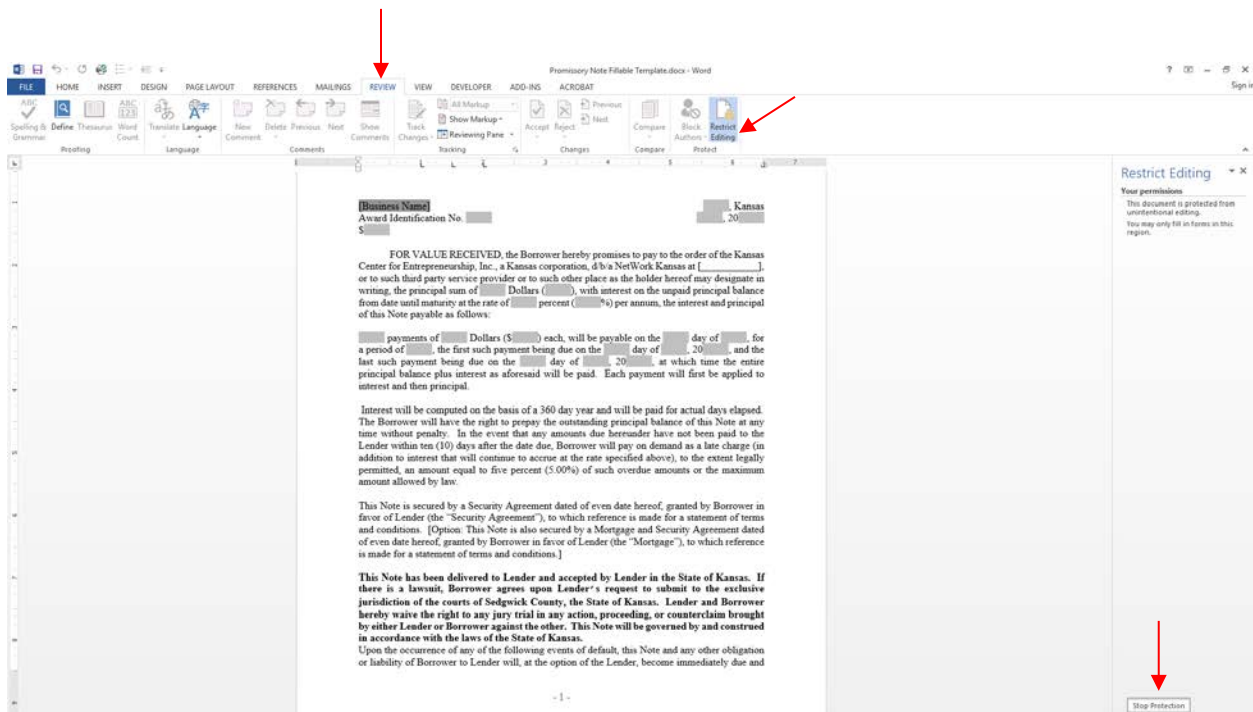
NetWork Kansas E-Community Promissory Note document Modification

NetWork Kansas understands that the specifics of the each E-Community loan is different. Modifications may include but are not limited to the following: accommodating non-traditional payments, interest accrual adjustments, formatting requirements, entity or borrower name on the note, etc.

In general, NetWork Kansas finds it acceptable for the Servicer to make these modifications to the documents provided they make a brief note of the changes when submitting the signed loan documents to NetWork Kansas. Additionally, NetWork Kansas trusts that the Servicer will limit the modifications to only the specific sections of the loan documents that will need to be updated to accurately represent the structure of the loan.

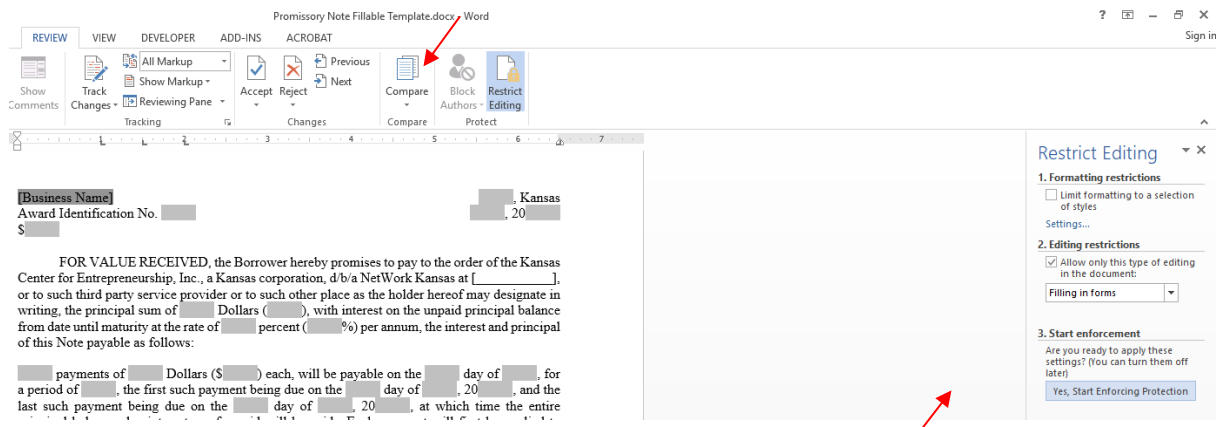
NetWork Kansas uses the fillable forms function of Microsoft Word to create their loan documents. This feature requires the document to be “protected”. If the Servicer needs to modify the loan documents they will need to complete the following steps in order to unprotect the documents, and then set them back as protected so they can be filled in accurately:

1. Go to the **Review** tab
2. Click on **Restrict Editing** Icon (on right side)
3. A menu should appear on right side of screen
4. Click the **Stop Protection** box at the bottom of the menu

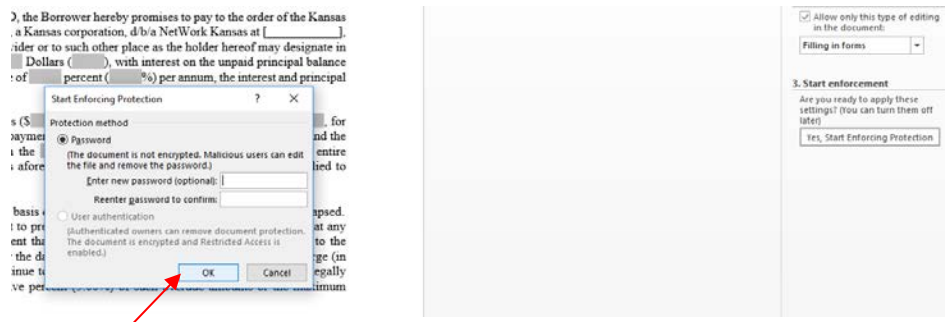


5. Make edits as needed to the document
6. Return to **Review** tab
7. Click **Restrict Editing**
8. Click **Yes, Start Enforcing Protection** box in menu





- 9. “Start Enforcing Protection” Box will Appear
- 10. Leave both Password boxes BLANK
- 11. Click **Okay**



- 12. The document can now be filled out as a form again by clicking in the gray boxes, and tabbing through them as needed to complete the document(s)

These instructions are based off of the 2013 version of Microsoft Word