

MEETING LOG OR MINUTES
GROWTH PLAN
ARCHITECTS
LENDERS
LOAN APPLICATION
BY LAWS
CURRENT LEASES / SUBLEASES
LOAN APPROVAL
CONCEPTUAL DESIGN
SALE AGREEMENT PURCHASE CONTRACT
PARKING AGREEMENT
DESIGN DEVELOP. / COST TRACKING
CONSTRUCTION

E-MAIL
FEASIBILITY STUDY
CONSTRUCTION GEN. CONTRACTOR
PROJECT MANAGER
FINANCIAL STATEMENTS
ARTICLES OF INC
UCC-1 LIENS
NEW BUDGET
BASELINE BUDGET)
ESCROW
STUDIES
WORKING DRAWINGS

CALL LOG
NEEDS ASSESSMENT WORKSHEET
CONSULTANTS
REALTOR
AUDIT / ACCOUNTING
APPRAISAL
NOTES / PAYABLE
TAXATION
BASELINE SCHEDULE
TITLE
SCHEMATIC DESIGN
CONTRACT SUM AND TERMS

DEFINITIONS
PROJECT TEAM
LEGAL
FINANCIAL FORECASTING
BANK STATEMENTS
EQUIPMENT LEASES
CREDIT REPORT
CONCEPTUAL PLAN
LAND/FACILITY ACQUISITION
ENTITLEMENT – C.U.P.
ENGINEERING
PERMITS