



Wells Fargo Equipment Finance, Inc.
301 S. College St., 18th Floor
Charlotte, NC 28202

March 5, 2014

City of Rapid City
300 Sixth Street
Rapid City, SD 57701

Thank you for choosing Wells Fargo Equipment Finance, Inc. to handle your finance needs. Enclosed please find the following documents necessary to complete your lease transaction:

1. Resolution of Governing Body – fill in the title of authorized signors in Section 1 and Section 4, please sign and date where indicated.
2. Supplement to Master Lease - sign where indicated. Please note the Commencement Date will be completed on the date the funds are disbursed.
3. Exhibit "A" - please sign
4. Opinion of Counsel – please have your legal council review the documentation and provide an opinion letter printed on their letterhead. The letter included in the package can be used as a reference. I've attached the document in Word.
5. Pay Proceeds Letter – please sign, and provide your wire transfer instructions.
6. Required Information – please verify the Billing Address and Equipment Location, sign where indicated. Provide any other necessary changes on this form.
7. Delivery and Acceptance Certificate – fill in the information requested in Section 3, sign and date.
8. Certificate of Insurance – please provide a binder indicating proper insurance coverage and naming Wells Fargo Equipment Finance, Inc. as Loss Payee and Additional Insured.
Verification of insurance coverage must be obtained prior to funding
9. Titled Equipment Agreement and Acknowledgement – Please sign and complete form.

All documents requiring a signature must be signed by an authorized officer. Please return all documents along with the Certificate of Insurance to my attention as indicated on the cover email. ***Please retain for your records copies of the original documents. Unless requested, you will not receive a copy following funding of the transaction.***

If you have any questions regarding the enclosed, please do not hesitate to contact me at 704-715-5141 directly.

Sincerely,

Betsy Moscoso
Senior Transaction Coordinator