

TOWN OF ELLENBORO

ORDINANCE AUTHORIZING THE ACQUISITION AND CONSTRUCTION OF CERTAIN IMPROVEMENTS AND EXTENSIONS TO THE EXISTING PUBLIC WASTEWATER FACILITIES OF THE TOWN OF ELLENBORO, AND THE FINANCING OF THE COST THEREOF, NOT OTHERWISE PROVIDED, THROUGH THE ACCEPTANCE BY THE TOWN OF FUNDING ASSISTANCE, SERIES 2022 A IN THE AGGREGATE PRINCIPAL AMOUNT OF \$1,500,000 THROUGH THE WEST VIRGINIA SRF PROGRAM; AUTHORIZING EXECUTION AND DELIVERY OF ALL DOCUMENTS RELATING TO ACCEPTANCE OF SUCH FUNDING; APPROVING, RATIFYING AND CONFIRMING THE FUNDING ASSISTANCE AGREEMENT RELATING TO SUCH FUNDING ASSISTANCE, SERIES 2022 A.

BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF ELLENBORO:

WHEREAS, this Ordinance (together with any resolution supplemental hereto or amendatory hereof, or both, the "Ordinance") is adopted pursuant to the provisions of Chapter 16, Article 13 and Chapter 22C, Article 2 of the West Virginia Code of 1931, as amended (collectively, the "Act"), and other applicable provisions of law;

WHEREAS, the Town of Ellenboro (the "Local Government") is authorized and empowered by the Act to acquire, construct, improve, operate and maintain wastewater project consisting of (i) removal and replacement of approximately 1,600 linear feet of 8-inch sanitary sewer line; (ii) removal and replacement of approximately 1,250 linear feet of 6-inch sanitary sewer line; (iii) installation of 900 linear feet of 4-inch service laterals; (iv) installation of 1,800 linear feet of new 8-inch gravity sewer line; (v) installation of 150 linear feet of new 6-inch gravity sewer line; (vi) 1,200 linear feet of 8-inch pipe repair using cured-in-place liners; (vii) replacement and repair of 26 manholes; (viii) installation of two 8-inch by 4-inch and three 6-inch by 4-inch PVC wye service connections; (ix) upgrades and improvement to the Town's existing wastewater treatment plant, together with all necessary appurtenances (the "Project") and to finance the costs of the Project from grants or other funding assistance provided for the Project;

WHEREAS, the Local Government has submitted an application for the Project to the West Virginia Department of Environmental Protection (the "DEP"), and the West Virginia Infrastructure and Jobs Development Council (the "Council");

WHEREAS, in reviewing the application for the Project, the DEP and the West Virginia Water Development Authority (the "Authority") have determined to offer funding assistance to the Local Government for the Project through a principal forgiveness loan (the "Funding Assistance, Series 2022 A") as provided in the Funding Assistance Agreement a copy of which is attached hereto and incorporated herein by reference (the "Funding Assistance Agreement");

WHEREAS, the Funding Assistance Agreement has been presented to the Local Government;

WHEREAS, the capitalized terms used herein and not otherwise defined shall have the same meaning set forth in the Funding Assistance Agreement when used herein;

WHEREAS, the Local Government has complied with all terms and requirements set forth in the Funding Assistance Agreement; and

WHEREAS, the Governing Body deems it essential and desirable that this Ordinance be enacted, that the Funding Assistance Agreement be approved and ratified, that the exact principal amount, date, and other terms of the Funding Assistance, Series 2022 A be fixed hereby in the manner stated herein, and that other matters relating to the Funding Assistance, Series 2022 A be herein provided for.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF ELLENBORO, AS FOLLOWS:

Section 1. A. There is hereby authorized and ordered the implementation of the Project at an estimated cost not to exceed \$3,173,427 in accordance with the plans and specifications which have been prepared by The Thrasher Group, Inc., the Consulting Engineers, heretofore filed in the office of the Governing Body. The proceeds of the Funding Assistance, Series 2022 A, hereby authorized shall be applied to the costs of the Project.

The cost of the Project is estimated not to exceed \$3,173,427 of which up to \$1,500,000 will be obtained from the proceeds of the Funding Assistance, Series 2022 A; \$1,000,000 will be obtained as a Council grant; and \$673,427 will be obtained as a West Virginia Water Development Authority Economic Enhancement Grant.

B. The Local Government will enter into contracts for the acquisition and installation of the Project, in amounts compatible with the financing plan submitted to the Authority, the Council and the DEP.

Section 2. The Local Government hereby ratifies, approves and accepts the Funding Assistance Agreement, including all schedules and exhibits attached thereto, a copy of which is incorporated herein by reference, and the execution and delivery of the Funding Assistance Agreement by the Mayor of the Governing Body and the performance of the obligations contained therein, on behalf of the Local Government, are hereby authorized, approved and directed.

Section 3. The Local Government hereby affirms all covenants and representations made in the Funding Assistance Agreement and in the application to the DEP. The Local Government hereby agrees to comply with all covenants, conditions and requirements set forth in the Funding Assistance Agreement as set forth in Section 4.1 thereof and this Section 3 herein. The Local Government covenants as follows:

(a) The Local Government shall complete the Project, to the extent applicable, and operate and maintain the System in good condition;

(b) The Local Government shall provide written notice and request approval of the disposition of the assets to the Authority and the DEP of any sale or other disposal of the System as a whole or substantially as a whole; provided that if said sale or other disposition is to a non-governmental entity the Local Government shall obtain an appraisal of the assets purchased with the Funding Assistance, Series 2022 A and remit to the Authority for deposit into the Clean Water State Revolving Loan Fund an amount equal to the then depreciated value of the assets purchased;

(c) The Local Government will carry such insurance as is customarily carried with respect to works and properties similar to the System;

(d) The Local Government will not render any free services of the System;

(e) To the extent legally allowable, the Local Government will not grant any franchise to provide any services which would compete with the System;

(f) The Local Government shall annually cause the records of the System to be audited by an independent certified public accountant or independent public accountant (and to the extent legally required in the Single Audit Act, or any successor thereof), and shall submit the report of said audit to the Authority and DEP, which report shall include a statement that notes whether the results of tests disclosed instances of noncompliance that are required to be reported under government auditing standards and, if they are, describes the instances of noncompliance and the audited financial statements shall include a statement that notes whether the Local Government's revenues are adequate to meet its Operating Expenses and debt service and reserve requirements;

(g) The Local Government shall annually adopt a detailed, balanced budget of the estimated revenues and expenditures for operation and maintenance of the System during the succeeding fiscal year and shall submit a copy of such budget to the Authority and DEP within 30 days of adoption thereof;

(h) That, to the extent authorized by the laws of the State and the rules and regulations of the PSC, prospective users of the System shall be required to connect thereto;

(i) The Local Government shall, to the full extent permitted by applicable law and the rules and regulations of the PSC, terminate the services of any water facility owned by it to any customer of the System who is delinquent in payment of charges for services provided by the System and will not restore the services of the water facility until all delinquent charges for the services of the System have been fully paid or, if the water facility is not owned by the Local Government, then the Local Government shall enter into a termination agreement with the water provider; and

(j) The Local Government shall submit all proposed change orders to the DEP for approval. The Local Government shall obtain the written approval of the DEP before expending any proceeds of the Funding Assistance, Series 2022 A held in "contingency" as set forth in the final Schedule A attached to the certificate of the Consulting Engineer. The Local Government shall obtain the written approval of the DEP before expending any proceeds of the Funding Assistance, Series 2022 A available due to project underruns.

Section 4. The DEP shall advance the proceeds of the Funding Assistance, Series 2022 A from time to time upon receipt of a requisition evidencing the costs incurred. Such amounts advanced under the Funding Assistance Agreement shall be deemed forgiven on the 30th day of June in the fiscal year in which they were advanced.

Section 5. The Mayor and Recorder of the Governing Body are hereby authorized and directed to execute and deliver such other documents and certificates required or desirable in connection with the Funding Assistance, Series 2022 A hereby and by the Funding Assistance Agreement approved and provided for, to the end that the Funding Assistance, Series 2022 A may be delivered to the Local Government pursuant to the Funding Assistance Agreement.

Section 6. The acquisition and construction of the Project, and the financing thereof with proceeds of the Funding Assistance, Series 2022 A from the DEP and the Council are in the public interest, serve a public purpose of the Local Government and will promote the health, welfare and safety of the residents of the Local Government.

Section 7. The Local Government hereby approves and accepts all contracts relating to the financing, acquisition and construction of the Project and the Mayor of the Governing Body is hereby authorized and directed to execute and deliver all such contracts.

Section 8. Prior to issuance closing of the Funding Assistance, this Ordinance may be amended or supplemented in any way by supplemental resolution.

Section 9. Upon adoption hereof, an abstract of this Ordinance determined by the Governing Body to contain sufficient information as to give notice of the contents hereof shall be published once a week for 2 successive weeks within a period of fourteen consecutive days, with at least 6 full days intervening between each publication, in the *Pennsboro News*, a newspaper of general circulation in the Town of Ellenboro, together with a notice stating that this Ordinance has been adopted and that the Local Government contemplates the issuance of the Bonds, and that any person interested may appear before the Governing Body upon a date certain, not less than ten days subsequent to the date of the first publication of such abstract of this Ordinance and notice, and present protests, and that a certified copy of this Ordinance is on file with the Governing Body for review by interested persons during office hours of the Governing Body. At such hearing, all objections and suggestions shall be heard and the Governing Body shall take such action as it shall deem proper in the premises.

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hereon. Section 10. This Ordinance shall take effect immediately following the public hearing

Passed on First Reading: September 26, 2022

Passed on Second Reading: October 11, 2022

Passed on Final Reading
Following Public
Hearing: November 3, 2022

TOWN OF ELLENBORO



Mayor

CERTIFICATION

Certified as a true copy of an Ordinance duly enacted by the Council of Town of Ellenboro
on the 3rd day of November, 2022.

Dated: November 17, 2022.

[SEAL]

Recorder

Ava N. Lenham

Town of Ellenboro
Funding Assistance, Series 2022 A
(West Virginia SRF Program)

SUPPLEMENTAL RESOLUTION

SUPPLEMENTAL RESOLUTION PROVIDING AS TO PRINCIPAL AMOUNT, DATE, MATURITY DATE AND OTHER TERMS OF THE FUNDING ASSISTANCE SERIES 2022 A (WEST VIRGINIA SRF PROGRAM) OF THE TOWN OF ELLENBORO; APPROVING AND RATIFYING THE FUNDING ASSISTANCE AGREEMENT; DESIGNATING A DEPOSITORY BANK; AND MAKING OTHER PROVISIONS AS TO THE FUNDING ASSISTANCE.

WHEREAS, the council (the “Governing Body”) of the Town of Ellenboro (the “Issuer”) has duly and officially adopted and enacted an ordinance, effective November 3, 2022 (the “Ordinance”), entitled:

ORDINANCE AUTHORIZING THE ACQUISITION AND CONSTRUCTION OF CERTAIN IMPROVEMENTS AND EXTENSIONS TO THE EXISTING PUBLIC WASTEWATER FACILITIES OF THE TOWN OF ELLENBORO, AND THE FINANCING OF THE COST THEREOF, NOT OTHERWISE PROVIDED, THROUGH THE ACCEPTANCE BY THE TOWN OF FUNDING ASSISTANCE, SERIES 2022 A IN THE AGGREGATE PRINCIPAL AMOUNT OF \$1,500,000 THROUGH THE WEST VIRGINIA SRF PROGRAM; AUTHORIZING EXECUTION AND DELIVERY OF ALL DOCUMENTS RELATING TO ACCEPTANCE OF SUCH FUNDING; APPROVING, RATIFYING AND CONFIRMING THE FUNDING ASSISTANCE AGREEMENT RELATING TO SUCH FUNDING ASSISTANCE, SERIES 2022 A.

WHEREAS, capitalized terms used herein and not otherwise defined herein shall have the same meaning set forth in the Ordinance when used herein;

WHEREAS, the Ordinance provides for the Funding Assistance in a principal amount not to exceed \$1,500,000 (the “Funding Assistance”) and has authorized the execution and delivery of the Funding Assistance Agreement relating to the Funding Assistance, including all schedules and exhibits attached thereto, by and among the Issuer, the West Virginia Water Development Authority (the “Authority”), and the West Virginia Department of Environmental Protection (the “DEP”) for the Funding Assistance (the “Funding Assistance Agreement”), all in accordance with Chapter 16, Article 13 and Chapter 22C, Article 2 of the West Virginia Code of 1931, as amended (collectively, the “Act”);

WHEREAS, the Funding Assistance Agreement has been presented to the Issuer;

WHEREAS, the Governing Body deems it essential and desirable that this supplemental resolution (the "Supplemental Resolution") be adopted, that the Funding Assistance Agreement be approved and ratified by the Issuer, that the exact principal amount and that other matters relating to the Funding Assistance be herein provided for; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF TOWN OF ELLENBORO:

Section 1. Pursuant to the Ordinance and the Act, this Supplemental Resolution is adopted and there is hereby authorized and ordered the Funding Assistance, Series 2022 A in the principal amount of \$1,500,000. The Funding Assistance shall be dated the date of delivery thereof and shall bear no interest. The principal amounts advanced under the Funding Assistance will be deemed forgiven on the 30th day of June in the fiscal year in which advanced. The Funding Assistance shall be deemed no longer Outstanding after the last advance is forgiven. The Funding Assistance may be redeemed prior to its stated date of maturity in whole or in part, but only with the express written consent of the Authority and the DEP, and otherwise in compliance with, the Funding Assistance Agreement. The Funding Assistance is not subject to an SRF Administrative Fee.

Section 2. The Issuer does hereby authorize, approve, ratify and accept the Funding Assistance Agreement, copy of which is incorporated herein by reference, and the execution and delivery of the Funding Assistance Agreement by the Mayor, and the performance of the obligations contained therein, on behalf of the Issuer, are hereby authorized, directed, ratified and approved. The Issuer hereby accepts and agrees to all covenants and representations made in the Funding Assistance Agreement and in the applications to the Authority and the DEP.

Section 3. The Issuer does hereby appoint and designate Union Bank, Inc., Pennsboro, West Virginia, to serve as Depository Bank.

Section 4. The proceeds of the Funding Assistance shall be received from the DEP from time to time for payment of the costs of the Project, including, without limitation, costs of closing the Funding Assistance and related costs.

Section 5. The Mayor and the Recorder are hereby authorized and directed to execute and deliver such other documents and certificates required or desirable in connection with the Funding Assistance hereby and by the Ordinance approved and provided for, to the end that the Funding Assistance may be delivered on or about November 17, 2022, to the Authority pursuant to the Funding Assistance Agreement.

Section 6. The Project and the financing thereof in part with proceeds of the Funding Assistance are in the public interest, serve a public purpose of the Issuer and will promote the health, welfare and safety of the residents of the Issuer.

Section 7. The Issuer does hereby approve and authorize all contracts relating to the financing, design, acquisition and construction of the Project.

Section 8. This Supplemental Resolution shall be effective immediately following adoption hereof.

Adopted this 3rd day of November, 2022.

TOWN OF ELLENBORO

By: _____
Its: Mayor

CERTIFICATION

Certified a true copy of a Supplemental Resolution duly adopted by the Council of the Town of Ellenboro on the 3rd of November, 2022.

Dated: November 17, 2022.

[SEAL]



Recorder

November 17, 2022

Town of Ellenboro
Ellenboro, West Virginia

West Virginia Water Development Authority
Charleston, West Virginia

West Virginia Department of Environmental Protection
Charleston, West Virginia

Ladies and Gentlemen:

We are counsel to Town of Ellenboro (the "Local Government"), a municipality and public corporation and political subdivision organized and existing under the laws of the State of West Virginia.

We have examined a certified copy of proceedings and other papers relating to the authorization of a Funding Assistance Agreement dated November 17, 2022, including all schedules and exhibits attached thereto (the "Funding Assistance Agreement"), by and among the Local Government, the West Virginia Water Development Authority (the "Authority") and the West Virginia Department of Environmental Protection (the "DEP").

The Funding Assistance is being provided for the purposes of (i) paying a portion of the costs of certain improvements and extensions to the existing public sewerage system of the Local Government (the "Project"); and (ii) paying certain issuance and other costs in connection therewith.

We have also examined the applicable provisions of Chapter 16, Article 13 and Chapter 22C, Article 2 of the Code of West Virginia, 1931, as amended (the "Local Statute"), and the ordinance duly enacted by the Local Government on November 3, 2022 as supplemented by Supplemental Resolution adopted November 3, 2022 (the "Local Act"), pursuant to and under which Local Statute and Local Act, the Funding Assistance is authorized and the Funding Assistance Agreement has been undertaken. The Funding Assistance is forgivable at the end of each fiscal year in which funds are advanced for the Project.

Based upon the foregoing and upon our examination of such other documents as we have deemed necessary, we are of the opinion as follows:

1. The Funding Assistance Agreement has been duly authorized by and executed on behalf of the Local Government and is a valid and binding special obligation of the Local Government, enforceable in accordance with the terms thereof.

2. The Funding Assistance Agreement inures to the benefit of the Authority and the DEP and cannot be amended so as to affect adversely the rights of the Authority or the DEP or diminish the obligations of the Local Government without the consent of the Authority and the DEP.

3. The Local Government is a duly organized and validly existing municipality, public corporation and political subdivision of the State of West Virginia, with full power and authority to complete the Project, to operate and maintain the System, to adopt or enact the Local Act and to enter into the Funding Assistance Agreement, all under the Local Statute and other applicable provisions of law.

4. The members and officers of the governing body of the Local Government have been duly and properly authorized and elected, have taken the requisite oaths and are thereby authorized to act on behalf of the Local Government in their respective capacities.

5. The Local Act and all other necessary orders and resolutions have been legally and effectively adopted or enacted by the Local Government and constitute valid and binding obligations of the Local Government, enforceable against the Local Government in accordance with their terms. The Local Act contains provisions and covenants substantially in the form of those set forth in the Funding Assistance Agreement.

6. The execution and delivery of the Funding Assistance Agreement and the consummation of the transactions contemplated by the Funding Assistance Agreement and the Local Act, and the carrying out of the terms thereof, do not and will not, in any material respect, conflict with or constitute, on the part of the Local Government, a breach of or default under any resolution, agreement or other instrument to which the Local Government is a party or any existing law, regulation, court order or consent decree to which the Local Government is subject.

All counsel to the transaction may rely upon this opinion as if specifically addressed to them.

Very truly yours,

A handwritten signature in blue ink, appearing to read "Steptoe & Johnson", followed by a stylized flourish.

STEPTOE & JOHNSON PLLC



David C. Glover
214 Saint James Drive
Clarksburg, WV 26301
Phone: (304) 969-9192
Facsimile: (304) 566-7237

November 17, 2022

Town of Ellenboro
Funding Assistance, Series 2022 A
(West Virginia SRF Program)

Town of Ellenboro
Ellenboro, West Virginia

West Virginia Water Development Authority
Charleston, West Virginia

West Virginia Department of Environmental Protection
Charleston, West Virginia

Ladies and Gentlemen:

We are counsel to the Town of Ellenboro in Ritchie County, West Virginia (the "Local Government"). As such counsel, we have examined copies of the approving opinion of Steptoe & Johnson PLLC, as funding assistance counsel, a Funding Assistance Agreement, dated November 17, 2022, including all schedules and exhibits attached thereto, by and among the Local Government and the West Virginia Water Development Authority (the "Authority") and the West Virginia Department of Environmental Protection (the "DEP") (the "Funding Assistance Agreement"), an Ordinance duly enacted by the Local Government on November 3, 2022, as supplemented by a Supplemental Resolution duly adopted by the Local Government on November 3, 2022 (collectively, the "Local Act"). All capitalized terms used herein and not otherwise defined herein shall have the same meaning set forth in the Local Act and the Funding Assistance Agreement when used herein.

We are of the opinion that:

1. The Local Government has been duly created and is validly existing as a municipal corporation and political subdivision of the State of West Virginia, and the Mayor, Recorder, and members of the council of the Local Government have been duly and properly elected or appointed, as applicable, have taken the requisite oaths, and are authorized to act on behalf of the Local Government in their respective capacities.
2. The Funding Assistance Agreement has been duly authorized, executed and delivered by the Local Government and, assuming due authorization, execution and delivery by the other parties thereto, constitutes a valid and binding agreement of the Local Government enforceable in accordance with its terms.

3. The Local Act has been duly adopted and enacted by the Local Government and is in full force and effect.

4. The Funding Assistance Agreement and the Local Act and the carrying out of the terms thereof, do not and will not, in any material respect, conflict with or constitute, on the part of the Local Government, a breach of or default under any ordinance, order, resolution, agreement or other instrument to which the Local Government is a party or by which the Local Government or its properties are bound or any existing law, regulation, court order or consent decree to which the Local Government is subject.

5. The Local Government has received all permits, licenses, approvals, consents, exemptions, orders, certificates and authorizations necessary for the acquisition and construction of the Project, the operation of the System and the imposition of rates and charges for use of the System, including, without limitation, the receipt of all requisite orders and approvals from the West Virginia Department of Environmental Protection and the Public Service Commission of West Virginia, and has taken any other action required for the imposition of such rates and charges.

6. To the best of our knowledge, there is no litigation, action, suit, proceeding or investigation at law or in equity before or by any court, public board or body, pending or threatened, wherein an unfavorable decision, ruling or finding would adversely affect the transactions contemplated by the Funding Assistance Agreement, the Local Act, the acquisition and construction of the Project or the operation of the System.

7. We have ascertained that all successful bidders have provided the drug-free workplace affidavit, submitted their drug-free workplace plan, and the contracts contain language that complies with the Drug-Free Workplace Act, Article 1D, Chapter 21 of the West Virginia Code. We have verified that all successful bidders have made the required provisions for all insurance and payment and performance bonds and verified such insurance policies and bonds for accuracy. Based on our review of the contracts, the surety bonds and the policies or other evidence of insurance coverage in connection with the Project, we have verified that such surety bonds and policies: (1) are in compliance with the contracts; (2) are adequate in form, substance and amount to protect the various interests of the Local Government; (3) have been executed by duly authorized representatives of the proper parties; (4) meet the requirements of the Act, the Local Act and the Funding Assistance Agreement; and (5) all such documents constitute valid and legally binding obligations of the parties thereto in accordance with the terms, conditions and provisions thereof.

All counsel to this transaction may rely upon this opinion as if specifically addressed to them.

Very truly yours,



David C. Glover

WEST VIRGINIA MUNICIPAL BOND COMMISSION**NEW ISSUE REPORT FORM**

900 Pennsylvania Avenue, Suite 1117, Charleston, WV 25302

Phone:(304) 558-3971

FAX: (304) 558-1280

mbc.wv.gov

Date of Report:

11/17/2022ISSUE: Town of EllenboroFunding Assistance, Sereis 2022 A (West Virginia SRF Program)ADDRESS: PO Box 123, Ellenboro, WV 26346COUNTY: RitchiePURPOSE OF ISSUE: x New Money
 RefundingRefunding issue(s) dated: ISSUE DATE: November 17, 2022RATE: 0% ADMIN FEE: NAISSUE AMOUNT: \$1,500,0001st DEBT SERVICE DUE: NA1st PRINCIPAL DUE: NA1st DEBT SERVICE AMOUNT: NAPAYING AGENT: NABOND COUNSEL: Steptoe & Johnson PLLCUNDERWRITERS COUNSEL: Jackson Kelly PLLCContact Name: John StumpContact Name: Samme GeePhone: 304.353.8196Phone: 304.340.1318Email: john.stump@steptoe-johnson.comEmail: sgee@JacksonKelly.comCLOSING BANK: ESCROW TRUSTEE: Contact Name: Contact Name: Phone: Phone: Email: Email:

KNOWLEDGEABLE ISSUER CONTACT:

OTHER: WV DEPContact Name: Chuck HintonContact Name: John GiroirTitle: City ManagerTitle: Acting ManagerPhone: 304.869.3242Phone: 304.926.0499 ext 1603Email: elrecorder@zoominternet.netEmail: john.giroir@wv.govDEPOSITS TO MBC AT CLOSE: Accrued Interest: By: Wire Capitalized Interest: Check Reserve Account: In-house Transfer Other:

REFUNDS & TRANSFERS BY MBC AT CLOSE:

To Escrow Trustee: By: Wire To Issuer: Check To Cons.Invest Fund: IGT To Other:

ISSUER NUMBERS:

BANK ID NUMBER: CUSIP: ACCOUNT NUMBER: PROGRAM NUMBER: NOTES: No accounts set up at MBC. Funding Assistance is forgivable

FOR MUNIICPAL BOND COMMISSION USE ONLY:

Documents Required: Transfers Required: