

## Template for Office Audit of Producer Files - Individuals

<b>Name of Producer:</b>	<b>Date:</b>	<b>Association:</b>
<b>Item Present and Correctly Executed</b>	<b>Yes/No?</b>	<b>Comments:</b>
Application Form		
Association Loan Recommendation		Amount: Dated:
PIPA		Dated:
Breeder Finance Agreement		Dated: _____
Financing Statement		Registration Dated: _____
Equifax		Beacon Score:
PPR Search		Name of holder(s) of SAs and collateral: _____ _____ _____ _____ _____ _____ _____
Required Priority Agreement(s) (as per PPR Search results)		_____ _____ _____ _____ _____ _____ _____
Sub- Letter(s) /PMSI Notice(s) Sent		Dated:
Security Deposit		Total Amount of SD: __\$_____  Total Amount of Loans: _\$_____
		<i>(Continued on other side)</i>

Purchase order		Dated:
Vendor PPR search completed		If applicable Dated:
Security Interest waiver required		If applicable Dated:
Statement of disclosure		Dated:
Livestock Supply Form (s) and Prom. Notes		<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Custom care agreement		If applicable:
Date order of docs & funding		
Checklist Used		
Sign off by staff		Admin: Ops Director:
General Comments		<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Reviewer (s)	Date:	Initials: