



City of Albion
420 W. Market St
Albion, NE 68620

Enclosed you will find finance documentation for your recent equipment purchase. Please review, sign, and date all the enclosed documents. Be sure to completely list your insurance information. Do not alter documents in any way.

Please return the following items to my attention:

- ▣ Master Lease Purchase Agreement
- ▣ Exhibit A – Description of Equipment
- ▣ Exhibit B – Schedule of Payments
- ▣ Exhibit E – Lessee Resolution
- ▣ Exhibit F – Bank Qualified Certificate
- ▣ Exhibit G – Agreement to Provide Insurance
- ▣ Exhibit H – Lessee Certificate
- ▣ Notice of Assignment and Letter of Direction
- ▣ Internal Escrow Letter
- ▣ Lease Payment Instructions
- ▣ Exhibit C-1 – Payment Request and Partial Acceptance Certificate
- ▣ Exhibit C-2 – Final Acceptance
- ▣ 8038-G
Copy of Tax Exempt Certificate

Include in the return documentation a check in the amount of **\$500.00** made payable to Lease Servicing Center, Inc. dba NCL Government Capital. This is the one-time documentation & processing fee of \$500.00.

Please call me at 320-763-7600 with any questions you may have and thank you for your business. We hope to continue to work with you for many years to come. Please let us know if we can be of any assistance in the future!

Sincerely,

Gannon Lueck

Enclosures