



City of Green Cove Springs, FL  
321 Walnut Street  
Green Cove Springs, FL 32043

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

Please return the following items to my attention:

- ▣ Government Obligation Contract
- ▣ Exhibit A – Description of Equipment
- ▣ Exhibit B – Payment Schedule
- ▣ Exhibit C – Acceptance of Obligation
- ▣ Exhibit D – Obligor Resolution
- ▣ Exhibit E – Officer's Certificate
- ▣ Exhibit F – Payment Request and Equipment Acceptance Form
- ▣ Exhibit G – Signature Card
- ▣ Exhibit H – Obligor Acknowledgement
- ▣ Exhibit I – Bank Qualified Certificate
- ▣ Insurance Requirements
- ▣ Debit Authorization (Preferred)
- ▣ Copy of Sales Tax Exemption Certificate – if it applies
- ▣ 8038-G

Include in the return documentation a check in the amount of **\$250.00** made payable to Lease Servicing Center, Inc. dba NCL Government Capital. This is the one-time documentation and processing fee of \$250.00.

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 your company for many years to come. Please let us know if we can be of any assistance in the future!

Sincerely,

*Tim Goetsch*

Enclosures