This loan agreement is entered into this _____ day of ________________, 20____, by and between the Office of the Secretary of State, hereinafter the lender, and the party receiving the property:

Institution:
Address:
City:
County:
State:
Phone:
E-mail:

hereinafter the recipient. The lender and recipient shall be individually referred to as a “party” and collectively as “parties.”

PURPOSE OF LOAN:

DESCRIPTION OF LOAN:

The lender does hereby agree to loan the recipient the following-described state property:
It is agreed by the parties that this loan shall be for _____________________ (a specified time period) from the date of this instrument.

It is further agreed by the parties that the recipient shall be responsible for the exercise of extreme care in the protection and preservation of the above-described state property when that property is in the possession of the recipient.

IN WITNESS WHEREOF, the parties hereto have set their hands this _____ day of ____________, 20____.

Office of the Secretary of State    Witnesses:

By: ________________________________ _____________________________
    Lender

By: ________________________________ _____________________________
    Recipient

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Returned this ______ day of __________________, 20____,

By:___________________________________
    Recipient

Received By:

___________________________________  ___________________________
    Lender       Witness