

Florida SPV Trust Setup Preparation Checklist

Use this checklist to gather what you need before starting the SPV Binder Due Diligence Intake.

Last updated: 2026-02-03

Educational notice

This checklist is administrative and educational support only. It is not legal, tax, or financial advice. If you are unsure about a requirement, verify it with qualified counsel and/or a CPA.

1) Quick setup (10 minutes)

Before you begin the intake, create a single folder and place every file you plan to upload into that folder structure. This reduces upload errors and helps you keep a clean record for future audits, banking, or drafting work.

Folder structure (copy and paste):

SPV_Binder_Due_Diligence
1_Identity
2_Trust_and_Entity_Documents
3_Governance_Authority
4_Assets_Collateral
5_Contracts_Compliance
6_Banking_Statements
7_Other_Notes

2) Role clarity (who controls what)

SPV trust setup works best when the paper trail matches the operational reality. Gather the names, addresses, and contact details for these roles (as applicable):

- **Settlor / Grantor:** the party establishing the trust or contributing assets.
- **Trustee:** the party with documented authority to act for the trust.
- **Successor Trustee:** a backup trustee for continuity.
- **Protector (optional):** a defined oversight role if included in your trust design.
- **Manager / Administrator:** if your structure uses a manager for operations or recordkeeping.

3) SPV purpose and use case

Write a short, plain-English statement that explains why the SPV exists and what risk or activity it isolates. This helps keep your governance binder consistent with contracts, banking, and compliance records.

- Primary purpose (one sentence).
- Primary assets or operations (one sentence).

- Primary counterparties (optional).
- Any regulated or higher-risk activities (if applicable).

4) Documents to gather

Gather what you have now. If something is missing, you can still proceed and note what you will provide later (if the form allows).

Upload Step A — Identity (if requested)

- Government ID for key parties (as requested in the form).
- Proof of address if required for onboarding (optional).

Upload Step B — Trust and entity documents

- Trust agreement or excerpts that establish trustee authority (if available).
- Certificate of trust (if applicable).
- Entity formation documents (articles/certificate).
- Operating agreement / bylaws and amendments (if any).
- EIN confirmation (CP 575 or 147C) if available.
- Authority matrix, bank resolution, or signatory controls (if available).

Upload Step C — Assets, collateral, and supporting records

- Asset / collateral schedule (spreadsheet or PDF summary).
- Real estate: deeds, leases, mortgage statements, insurance declarations, property tax documents (as applicable).
- Loans/notes: promissory notes, payment schedules, lien documents, servicing agreements (as applicable).
- Contracts: material agreements, assignments, vendor/client lists (as applicable).
- Compliance evidence: policies, logs, opt-in records, recording policies (as applicable).
- Banking: recent statements for relevant accounts (as applicable).

5) File naming (do this before you upload)

Use consistent file names so records stay searchable and do not expose sensitive identifiers.

- **Format:** ProjectName_Party_DocumentType_YYYY-MM
- **Security:** do not include SSNs, tax IDs, or account numbers in file names.
- Combine multi-page documents into one PDF whenever possible.

6) Final cross-check before submission

- Your trust roles and entity authority do not contradict each other.
- Your asset schedule matches your uploaded supporting documents (to the extent available).
- Your uploads are attached to the correct step (A/B/C).
- You are ready to sign the submission (signature, timestamp, and IP capture).

Support: info@dsceu.com • Phone: +1 754 802 5987 • Schedule: calendly.com/sirmalcolm-dsceu/new-meeting