

CITY OF FREEMAN Revolving Loan Fund

Loan Application

GENERAL INFORMATION

Name: _____

Social Security Number: _____

Business Federal Tax ID Number: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____

Fax: _____

E-Mail: _____

Contact Person: _____

Amount Applying For: _____

Proposed Terms: _____

DESCRIBE YOUR BUSINESS:

(Legal structure, ownership, primary business activity, management and subsidiaries, divisions or major outside investments by company or owners) Please attach additional pages as necessary.

DESCRIBE THE PROPOSED PROJECT:

SOURCE OF FUNDS:

Owner Equity _____
Lender _____
Other _____
Other _____

Total _____

USE OF FUNDS:

Land _____
Land Improvements _____
Purchase or Remodeling Building _____
New Construction _____
Machinery & Equipment _____
Furniture & Fixtures _____
Inventory _____
Working Capital _____
Other _____

Total _____

PARTICIPATING LENDER:

Bank Name _____
Contact Person _____
Address _____
Amount _____
Term _____
Rate _____

APPLICANT EQUITY:

Amount _____
Source _____

JOB INFORMATION:

	Full-time	Part-time
Present Number of Employees	_____	_____
Anticipated Wage Range	_____	_____
Nature & Number of Positions:	_____	

PUBLIC BENEFIT: (Describe how the project will benefit your community and the surrounding area. Additional pages may be attached.)

CREDIT REFERENCES:

	(1)	(2)
Name	_____	_____
Address	_____	_____
Contact Person	_____	_____
Phone Number	_____	_____
Type of Account	_____	_____
Account Number	_____	_____
Balance	_____	_____
Date	_____	_____

MARKET FEASIBILITY:

Describe the market that exists for your product or service and your ability to compete. Address your market share.

Describe your method of selling and distribution.

Where is your market heading? Describe the trend in the industry.

What are the most important factors affecting your ability to compete in the market place?

ENVIRONMENTAL INFORMATION

Environmental Checklist: Will the project have an impact on the following factors?

	Yes	No
Agricultural Lands	_____	_____
Wetlands	_____	_____
Surface or Ground Water Quality	_____	_____
Drinking Water Supply	_____	_____
Air Quality	_____	_____
Sewage Treatment Facilities	_____	_____
Solid Waste Disposal	_____	_____
Transportation Access or Facilities	_____	_____
Wildlife	_____	_____

If the answer is “Yes” to any of the categories, attach an explanation.

Zoning: Is the project location zoned for the intended purpose?

_____ Yes _____ No

Explain:

Special Hazards:

Will the business produce, use, or store any toxic or hazardous materials or chemicals?

_____ Yes _____ No

If yes, explain.

Will the project be located in a flood hazard zone?

_____ Yes _____ No

If yes, explain.

Historical Properties: Will the project have any effect on a historical district, historic property, or archaeological site?

_____ Yes _____ No

If yes, explain.

FINANCIAL INFORMATION

The Freeman RLF requires three years of business financial statements (Income Statements and Balance Sheets). If the business is less than three years old, please provide all previous financial information. Audited financial statements are preferred, however, other statements may be acceptable. Unaudited financial statements are to be signed and dated by an authorized financial officer of the applicant business. Include details (term, maturity, interest rate) on existing debt agreements. Additional records may be requested.

The Freeman RLF also requires three years of pro-forma financial data (projections). The Small Business Development Center (SBDC) can generate these projections by working with the applicant and primary bank lender.

In addition, all applicants must include a personal financial statement on the applicant and all principals with a 25% or greater interest in the business. Other personal and business records may be required.

BORROWER RECORDKEEPING AND REPORTS

Freeman RLF borrowers will be required to provide and maintain various administrative documents. The following examples represent the types of information that may be required.

- Periodic Reports, including, but not limited to:
 - Financial Statements
 - Job Creation/Retention Documentation

- Proof of Insurance
 - Liability
 - Fire
 - Workmans Compensation
 - Hazard

- Other
 - Proof of Equity Contribution
 - Inventory and Equipment Listing

CERTIFICATION STATEMENT, DISCLOSURE NOTICE AND SIGNATURE

All of the information contained in the application is true and complete to the best belief and knowledge of the applicant and there is no intent to deceive or defraud the Freeman RLF.

The applicant further authorizes the Freeman RLF to conduct any background and credit checks it deems necessary to determine the credit worthiness of the applicant.

The applicant understands and agrees to accept any and all record keeping and reporting that may be associated with a Freeman RLF loan.

The applicant acknowledges that the purpose of the RLF is to support business activities for which credit is not otherwise available on terms and conditions which would permit completion and/or the successful operation of the project in Hutchinson County. The applicant further acknowledges that the Freeman RLF reserves the right to recall the loan if these requirements are not met.

The applicant recognizes that the Freeman RLF may not process an incomplete application and that future evidence of application fraud or other misrepresentation may result in the calling of the loan.

Name of Applicant

Signature

Date

AUTHORIZATION FOR RELEASE OF INFORMATION

I (We) hereby supplement the Loan Application of _____, 20 __, and agree as follows:

1. Said application, this application, and all support information is the property of:

CITY OF FREEMAN REVOLVING LOAN FUND

Hereafter referred to as Lender, at its office at:

**PO BOX 178
FREEMAN, SD 57029**

2. Lender is authorized to make credit checks or inquiries concerning my (our) creditworthiness, credit standing, credit capacity, character, general reputation, personal characteristics, and matters relating to assets, liabilities, and reference on said application and support information, any subsequent application and support information; or any loan servicing request or action on any loan resulting from said applications.
3. Creditors, including but not limited to credit reporting agencies, state and national banks, Federal Land Banks, Production Credit Associations, and the Farmers Home Administration and others, are hereby authorized to disclose to Lender any information relative to any of my (our) loans, accounts, purchases, other financial transactions, production or marketing information or other pertinent information, whether past, present, or future, with said creditors;
4. Lender is authorized to share with credit reporting agencies and creditors doing business, or who may do business with me (us), information regarding this extension of credit, and subsequent transactions or loan servicing actions resulting from any extension of credit, and my (our) general credit history;
5. ASCS, SCS, and other county, state, and federal agencies are authorized to make available all aerial maps, land descriptions, water and soil data, commensurate or base property qualifications, grazing survey data, crop yield or production data, and other pertinent data covering any real estate owned, rented, and /or optioned by me (us).
6. Photocopies of this authorization may be presented to and relied upon by my (our) creditors and others as evidence of my (our) authorization to release information to the Lender.

Applicant

Date

Applicant

Date

Applicant

Date

Applicant

Date

APPLICATION PACKAGE CHECKLIST

The following items must be submitted in order to be considered a complete application:

- ___ Loan Application (completed and signed)
- ___ Authorization for Release of Information (signed)
- ___ Personal Financial Statement(s) for principals (current and signed)
- ___ Income Statements (past 3 years for existing businesses)
- ___ Balance Sheets (past 3 years for existing businesses)
- ___ Pro-forma Income Statements (3 year projections)
- ___ Pro-forma Cash Flow Statements (3 year projections)
- ___ Pro-forma Balance Sheets (3 year projections)
- ___ Legal description of the project site

FREEMAN RLF LOAN CLOSING CHECKLIST

NAME: _____

BANK LENDER: _____

- _____ Application
- _____ District III Staff Review
- _____ Loan Approval Committee Sign-Off
- _____ Loan Origination Fee
- _____ Insurance
- _____ Title Insurance
- _____ Appraisal
- _____ Equipment List
- _____ Standard Loan Agreement
- _____ Promissory Note
- _____ Security Agreement
- _____ UCC Filing
- _____ Mortgage
- _____ Guarantees
- _____ Corporate Borrowing Resolution
- _____ Amortization Schedule
- _____ UCC Tickler Form

Comments: _____

