

Mid-Columbia Economic Development District

515 East 2nd St.
The Dalles, OR 97058

Phone: (541) 296-2266
Fax: (541) 296-3283

REVOLVING LOAN FUND LOAN APPLICATION

GENERAL INFORMATION

Name of Business _____

Mailing Address _____

Name of Principal _____

Address _____

Loan to be in the name of _____

Telephone # _____ Fax # _____

Federal tax ID # or Social security # _____

Bank of account and contact _____

The following information is requested by the Federal Government in order to monitor compliance with Federal laws prohibiting discrimination against applicants seeking to participate in this program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race/national origin of individual application the basis of visual observation or surname.

Please check all that apply to you:

- Male
- Female

- White
- African American
- Asian, Pacific Islander
- American Indian or Alaskan Native

- Hispanic
- Not Hispanic

COMPANY INFORMATION

Site address _____

Size of existing facility _____ Own or lease _____

Product or services provided _____

Primary market _____

How long in business _____

PROJECT TO BE FINANCED

Project description _____

Construction or Acquisition

Location _____

Lease or purchase _____ Area (acres or Sq. Ft.) _____

Zoning _____ Date plans completed _____

Person or entity currently holding title _____

Annual occupancy costs

	<u>Current</u>	<u>Projected</u>
Debt service	_____	_____
Rent	_____	_____
Taxes	_____	_____
Insurance	_____	_____
Maintenance	_____	_____
Total	=====	=====

Machinery & Equipment

Describe equipment to be acquired (including make, model and serial # if known).

Working capital

Describe use of loan proceeds

PROJECTED COSTS

Land	_____
Building acquisition	_____
Leasehold improvements	_____
New construction	_____
Machinery & equipment	_____
Working capital	_____
Other	_____
Total	=====

PROPOSED SOURCES OF FUNDING

<u>Source</u>	<u>Amount</u>	<u>Rate</u>	<u>Term</u>
Equity (applicant)	_____	_____	_____
Commercial lender	_____	_____	_____
Private loan	_____	_____	_____
Other:	_____	_____	_____
Other:	_____	_____	_____
MCEDD Loan	_____	_____	_____
Total	=====	(Must equal Total of Projected costs)	

OTHER BUSINESS INFORMATION

Company ownership and management

List management, proprietors, officers, stockholders (10% or more) or partners

<u>Name</u>	<u>Title</u>	<u>Address</u>	<u>% owned</u>

(attach additional page if necessary)

Is there life insurance on owners or key man insurance? _____

Succession: Give details of succession in case of death or incapacitation of key owner or owners

Number of Employees:

Full time Part time Ave hrs/wk FTE

Current

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1 year after loan is made

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2 years after loan is made

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Are you or your business involved in any pending lawsuits? _____

Has the applicant or any officers ever been in receivership or adjudicated as bankrupt? _____

Are all owners of the business U.S. citizens? _____

If No, Please explain _____

APPLICANT'S ACKNOWLEDGEMENT AND CERTIFICATION

Applicant acknowledges that loans under this program have requirements to comply with federal regulations including civil rights and environmental.

Applicant certifies that the project will be within the boundaries of Mid-Columbia Economic Development District and that the project will not relocate jobs from one labor market to another.

Applicant hereby consents to disclosure of information herein and the attachments as may be deemed necessary by MCEDD and its agents for such review and investigation.

Whether or not the financial assistance herein applied for is approved, applicant agrees to pay or reimburse MCEDD for the cost of any survey, title or mortgage examinations, appraisals, etc., performed by non-MCEDD personnel with consent of the applicant.

Applicant hereby certifies that all information contained above and in exhibits attached hereto are true and complete to the best knowledge and belief of the applicant and are submitted for the purpose of allowing the full review by Mid-Columbia Economic Development District and its agents for the purpose of obtaining the financial assistance requested in this application.

Whoever makes any statement, knowing it to be false, on an application for financial assistance is subject to fines and imprisonment and will be prosecuted to the full extent of the law.

Signature (and Title if appropriate)

Date

Signature (and Title if appropriate)

Date

Signature (and Title if appropriate)

Date

Signature (and Title if appropriate)

Date

Additional Information to be submitted with application

- ◆ Business History/forecast (include management team, industry statistics, marketing niche, etc.
- ◆ Resumes of owners, partners or key officers, and key personnel
- ◆ Balance sheets and income statements for the last three years
- ◆ Complete IRS returns - both business and personal for the last 3 years
- ◆ Current interim balance sheet and income statement (not over 90 days old)
- ◆ Personal financial statements for each proprietor, partner or shareholder
(Note: All loans must be personally guaranteed)
- ◆ Cash flow projections and income statement projections for 2 years (1st year monthly)
- ◆ Schedule of long term debt
(include Lender, Amount borrowed, remaining balance, Interest rate and monthly payments)
- ◆ List of collateral offered
- ◆ Environmental questionnaire (form provided by MCEDD)

If applicable:

- ◆ Aging of accounts payable and/or accounts receivable
- ◆ Copy of equipment list and bids
- ◆ Site plan
- ◆ Earnest money agreements, financial agreements, contract agreements, lease/rental agreements
- ◆ Copy of bids or cost estimates by contractor
- ◆ Schedule for construction start and completion
- ◆ Appraisal
- ◆ Legal description of property
- ◆ Evidence of acceptable zoning/land use compliance
- ◆ Bank commitment letter
- ◆ Articles of incorporation and certificate/partnership agreement/LLC organization documents
- ◆ List of any affiliates and current financial statement for each
- ◆ **A non-refundable application fee of \$150.00 must be submitted with application**