

# Mid-Columbia Economic Development District

802 Chenoweth Loop Rd  
The Dalles, OR 97058

Phone: (541) 296-2266  
Fax: (541) 296-3283  
Website: www.mcedd.org

## NORTH CENTRAL OREGON ATTAINABLE HOUSING DEVELOPMENT FUND (AHDF) LOAN APPLICATION

### GENERAL APPLICANT INFORMATION

Applicant Name \_\_\_\_\_  
(List name loan will be in)

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Project Site Address \_\_\_\_\_ Zoning \_\_\_\_\_

Description of property \_\_\_\_\_  
\_\_\_\_\_

How long in business? \_\_\_\_\_

Permits and Licenses (List required permits, licenses, bonding and other required authorizations)  
\_\_\_\_\_

Applicant Ownership and Management *(If applicant consists of more than one person)*  
(List management, proprietors, officers, stockholders (20% or more) or partners)

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

Main Contact Person \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

Cell phone # \_\_\_\_\_ Email \_\_\_\_\_

### Mid-Columbia Economic Development District (MCEDD) is an Equal Opportunity Lender.

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter in to a binding contract); because all or part of the applicant's income derives from any public assistance program or because applicant has in good faith exercised any right under the Consumer Protection Act.

*MCEDD is the "Fund Manager" for the North Oregon Attainable Housing Development Fund*

**PROJECT TO BE FINANCED** (Describe use of loan proceeds, including acquisition and/or construction.)

*(Please also address labor and wage related issues such as Davis-Bacon or prevailing wages)*

**Project description**

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**Project Supporter (County or City):** \_\_\_\_\_

*(Attach support documentation from City or County.)*

**Dollar amount range of scheduled monthly rent for units in completed project**

**\$**

*(Attach separate sheet, if necessary)*

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**Dollar amount range of planned sales price of completed project**

**\$**

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**PROJECTED COSTS**

(List projected costs for the entire project, not just immediate needs)

Land:	\$	_____
Building Acquisition:	\$	_____
Leasehold Improvements:	\$	_____
New Construction:	\$	_____
Equipment:	\$	_____
Working Capital:	\$	_____
Other: _____	\$	_____
Other: _____	\$	_____
Other: _____	\$	_____
<b>Total</b>		=====

**PROPOSED SOURCES OF FUNDING**

<u>Source</u>	<u>Amount</u>	<u>% of Project</u>	<u>% Rate</u>	<u>Term</u>
Equity or Cash:	\$ _____	_____	_____	_____
Commercial Lender:	\$ _____	_____	_____	_____
Private Lender:	\$ _____	_____	_____	_____
Other: _____	\$ _____	_____	_____	_____
Other: _____	\$ _____	_____	_____	_____
Requested AHDF Loan:	\$ _____	_____	_____	_____
Total	=====	_____	_____	_____

(Must equal Total of PROJECTED COSTS)

**COLLATERAL FOR LOAN**

(List assets available to be used as security for loan, such as equipment, vehicles, real estate, etc. and estimated values. Attach a separate sheet if necessary to provide complete collateral information.)

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**ADDITIONAL INFORMATION**

Are any applicants and owners of applicant business involved in any pending lawsuits? \_\_\_\_\_

Has the applicant or any owners of the applicant business ever been in receivership or adjudicated as bankrupt? \_\_\_\_\_

Are all applicants and owners of business U.S. citizens?  
*If No, Please explain (a separate sheet may be attached if necessary)* \_\_\_\_\_

Federal Tax ID # or Social Security # \_\_\_\_\_

Financial Institution of Applicant  
*(Include business accounts, if applicable)* \_\_\_\_\_

Contact Person at Financial Institution \_\_\_\_\_

**APPLICANT'S ACKNOWLEDGEMENT AND CERTIFICATION**

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 MCEDD and its agents for the purpose of obtaining the financial assistance requested in this application. All applications, forms, attachments, supporting documentation, tax returns, financial records and other documents and information submitted to MCEDD in association received in its records.

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.

Applicant hereby authorizes the review and investigation of this application by MCEDD and its agents, and specifically consents to disclosure of information contained herein and in the attachments as may be deemed necessary by MCEDD and its agent for such review and investigation. Applicant further gives permission for release of information from any sources to verify the credit and/or any information contained in this application.

\_\_\_\_\_  
Signature (and Title, if appropriate) Date

\_\_\_\_\_  
Signature (and Title, if appropriate) Date

\_\_\_\_\_  
Signature (and Title, if appropriate) Date

\_\_\_\_\_  
Signature (and Title, if appropriate) Date

**Note: In addition to a completed, signed paper application; please provide an electronic copy of application and all supporting documentation to MCEDD.**

## **Additional Information to be submitted with application**

- ◆ Commercial loan application, approval and terms
- ◆ Complete set of architectural plans, including a plot/site plan
- ◆ Legal description of the property and purchase contract/details of purchase
- ◆ Copy of the description of materials and specifications
- ◆ Copy of the cost estimate
- ◆ Schedule for construction start and completion
- ◆ Supporter (City or County supporter) information with evidence of acceptable zoning/land use compliance
- ◆ Market study (if available)
- ◆ Appraisal and Appraisal Review
- ◆ List of additional collateral available and estimated values
- ◆ Articles of incorporation and certificate/partnership agreement/LLC organization documents
- ◆ Financial Pro forma inclusive of Income and Expense Statement and Statement of Sources and Uses
- ◆ Financial Statements (Income and Expense Statement, Balance Sheet and Statement of Cash flows for last three fiscal years)
- ◆ Current interim (year to-date) balance sheet and income statement (not over 45 days old)
- ◆ Current year budget and projected budget for the next year
- ◆ Statement of Contingent Liabilities
- ◆ Schedule of long term debt (include lender, amount borrowed, remaining balance, interest rate and monthly payments)
- ◆ Schedule of Real Estate Owned
- ◆ Complete IRS income tax returns - both business and personal for the last 3 years
- ◆ Personal financial statements for each proprietor, partner, shareholder or personal guarantor  
(*Note: All loans must be personally guaranteed by all persons with 20% or more ownership*)
- ◆ Resumes of owners, partners, key officers, and key personnel
- ◆ List of any affiliates and current financial statement for each (if applicable)
- ◆ Verification of applicant's equity/cash for project
- ◆ Information on pending lawsuits and/or bankruptcy of applicant or owners of applicant business
- ◆ Other: \_\_\_\_\_
- ◆ Other: \_\_\_\_\_

**Note: Other documents and supporting information may requested during review of application.**

## **Application Completion and Submission Information to Streamline Process**

- ◆ MCEDD staff is available to help with the application process and the completion of the application.
- ◆ MCEDD strongly recommends applicant meeting with MCEDD staff prior to completion and submission of this loan application for a review of the loan project.
- ◆ Please review for completeness of application, including signatures.
- ◆ Please submit application and required supporting documentation at the MCEDD office.

# Mid-Columbia Economic Development District

## Revolving Loan Fund Assistance Agreement

\_\_\_\_\_ (*Applicant*) agrees to defend, hold harmless, and indemnify Mid-Columbia Economic Development District (MCEDD) and MCEDD’s officers, directors, employers, agents or invitees, partners and funding source agencies to the fullest extent of the law related to any and all losses, injury to persons, damages, claims, judgments, actions and liability, including attorney’s fees, associated with assistance that MCEDD provides to Applicant including, but not limited to, applying for a loan, the decision process and/or approval and servicing of a loan from MCEDD revolving loan funds.

I further agree and understand that any applications, tax returns, financial records and other information that is provided to MCEDD by applicant, applicant’s business, representatives of applicant’s business or other professionals authorized by applicant becomes the property of MCEDD upon receipt by MCEDD staff. It is recommended to provide copies of all documents submitted, unless originals are required.

\_\_\_\_\_  
*Signature of Authorized Representative for Applicant* *Date*

**Mid-Columbia Economic Development District is an Equal Credit Opportunity Lender.**  
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# Mid-Columbia Economic Development District

## CIVIL RIGHTS COMPLIANCE

The following information is requested by the Federal Government in order to monitor compliance with Federal Laws prohibiting discrimination.

**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 applicants on the basis of visual observation or surname.

Applicant	ETHNICITY		GENDER	
	<i>Hispanic or Latino</i>	<i>Not Hispanic or Latino</i>	<i>Male</i>	<i>Female</i>
1.				
2.				
3.				
4.				

Applicant	RACE					
	<i>American Indian or Alaskan Native</i>	<i>Asian</i>	<i>Black or African American</i>	<i>Native Hawaiian or Other Pacific Islander</i>	<i>White/Caucasian</i>	<u>Other</u>
1.						
2.						
3.						
4.						

Applicant	<b><u>VETERAN STATUS</u></b> <i>*Code</i>
1.	
2.	
3.	
4.	

\*Veteran Status: 1 = Non-Veteran; 2 = Other Vet; 3 =Service Disabled Vet

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# Mid-Columbia Economic Development District

## REFERENCES

*(Please provide a separate reference sheet for each person in the business ownership)*

### Please Provide Three Professional References

Name	Address	Phone	E-mail

### Please Provide Three Personal References

Name	Address	Phone	E-mail

### Please Provide Three Family References

Name and Relation	Address	Phone	E-mail



# Mid-Columbia Economic Development District

## AUTHORIZATION FOR CREDIT INVESTIGATION

IN COMPLIANCE WITH THE FAIR CREDIT REPORTING ACT, THIS IS TO INFORM YOU THAT YOU ARE AUTHORIZING MID-COLUMBIA ECONOMIC DEVELOPMENT DISTRICT (MCEDD) AND/OR ITS SUPPLIERS TO OBTAIN A CREDIT REPORT AND/OR AN INVESTIGATIVE CONSUMER REPORT. THIS REPORT MAY INCLUDE INFORMATION AS TO YOUR CHARACTER, GENERAL REPUTATION, PERSONAL CHARACTERISTICS, AND MODE OF LIVING.

YOU HAVE THE RIGHT TO DISPUTE THE INFORMATION PROVIDED AND RECEIVE A COPY OF THE NATURE AND SCOPE OF THE INVESTIGATIVE CONSUMER REPORT. YOU MAY DO THIS BY CONTACTING THE PROVIDER OF THE INFORMATION. TO DO SO PLEASE CONTACT MCEDD AT 515 EAST SECOND STREET, THE DALLES, OR 97058 OR (541) 296-2266 AND YOU WILL BE DIRECTED TO THE PROPER CREDIT REPORTING COMPANY OR BE MAILED A REPORT DESCRIBING THE NATURE AND SCOPE OF THE INVESTIGATION REQUESTED. MCEDD IS NOT ALLOWED TO GIVE YOU A COPY OF YOUR CREDIT REPORT.

IN ADDITION, BY SIGNING THIS AUTHORIZATION YOU ARE AUTHORIZING MCEDD OR ANY OTHER ENTITY AUTHORIZED BY MCEDD TO OBTAIN ANY AND ALL INFORMATION DEEMED RELEVANT, INCLUDING ALL STATEMENTS MADE ON THIS FORM, AND IN ANY ATTACHMENTS OR SUPPORTING DOCUMENTS. YOU ALSO RELEASE FROM LIABILITY ANY PERSONS INVOLVED IN THE INVESTIGATION AND ANY PERSONS, (SUCH AS FORMER SUPERVISORS), EMPLOYERS OR OTHERS SUPPLYING THE INFORMATION.

**Please print the following information:**

**Applicant**

FULL NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

CURRENT STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

LENGTH OF TIME AT ADDRESS: \_\_\_\_\_  
(Years and months)

PREVIOUS ADDRESS (Past 7 years) \_\_\_\_\_  
(List additional addresses on back of form if necessary)

**Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Joint Applicant**

FULL NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

CURRENT STREET ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

LENGTH OF TIME AT ADDRESS: \_\_\_\_\_  
(Years and months)

PREVIOUS ADDRESS (Past 7 years) \_\_\_\_\_  
(List additional addresses on back of form if necessary)

RELATIONSHIP TO APPLICANT: \_\_\_\_\_

**Joint Applicant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

# Mid-Columbia Economic Development District

## POLICY ON CONFIDENTIALITY OF FINANCIAL INFORMATION

Mid-Columbia Economic Development District (MCEDD) will not disclose any financial information concerning the Borrower's business to any person not serving on the Board or staff of MCEDD, with the following exceptions:

1. U.S. Internal Revenue Department
2. Other lenders involved in the Borrower's project
3. Internal and External Auditors
4. North Central Regional Solutions
5. The applicant's or loan client's accountant and attorney
6. Those requesting information that MCEDD is required to release by law, including public meeting laws
7. Other persons designated by the Borrower and by MCEDD staff and stipulated immediately below:

Other: \_\_\_\_\_

Other: \_\_\_\_\_

I understand by signing my name below that I agree and consent to these terms.

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## VOLUNTARY DISCLOSURE

Notwithstanding the provisions above, I agree to allow MCEDD to disclose the following information about my business and its project to any person, organization, business, governmental agency, or any entity upon approval of a MCEDD loan:

1. Business name
2. General description of project
3. Total project cost
4. Amount of MCEDD loan

I further authorize that this information provided may be used in an article, press release, newsletter or other marketing materials produced by MCEDD and/or its partners. I understand that articles, press releases and marketing materials may be sent over the internet, email or printed and disseminated. I hold MCEDD, its board members, volunteers, employees, partners and agents harmless for any and all incidents that may arise from the dissemination of this information.

I understand by signing my name below that I agree and consent to these terms.

By: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# Mid-Columbia Economic Development District

## Information Release Authorization- AHDRLF

Applicant Name: \_\_\_\_\_

I, \_\_\_\_\_ authorize the following financial institutions, companies and organizations to release any and all information of my personal, business and investment accounts, including tax returns, financial statements, loan collection status, loan modification and workout plans to Mid-Columbia Economic Development District (MCEDD) upon receipt of this signed authorization form.

1. \_\_\_\_\_  
(Name of bank, credit union, other financial institution, company or organization)

2. \_\_\_\_\_  
(Name of bank, credit union, other financial institution, company or organization)

3. \_\_\_\_\_  
(Name of bank, credit union, other financial institution, company or organization)

By: \_\_\_\_\_

By: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_