



# LOAN APPLICATION

## SECTION 1

Applicant Name

Home Address	City	State	Zip	County	Home Phone
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Name of Business	Tax ID Number
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Current Business Address	City	State	County	Business Phone
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Type of Business or Industry

Date Established

Number of Employees

(Include Subsidiaries and Affiliates)

Bank of Business	Bank Phone
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Bank Address	City	State	Zip
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USE OF PROCEEDS	AMOUNT OF LOAN REQUEST
Land/Building Acquisition	
New Construction/Renovation	
Acquisition of Machinery/Equipment	
Fixtures/Signage	
Inventory Purchase	
Working Capital (Including Accounts Payable)	
Acquisition of Existing Business	
All others	
<b>Total Loan Requested (Up to \$15,000)</b>	



**MANAGEMENT** (Proprietor, partners, officers, directors and all holders of outstanding stock — 100% OWNERSHIP MUST BE SHOWN). Use separate sheets if necessary. (Application MUST be signed by all parties owning 20% or more of the company)

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Name	Phone #	Social Security #	
Address	City	State	Zip Code

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Email Address

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Ownership %	Date of Birth	
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Name	Phone #	Social Security #	
Address	City	State	Zip Code

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Email Address

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Ownership %	Date of Birth	
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Name	Phone #	Social Security #	
Address	City	State	Zip Code

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Email Address

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Ownership %	Date of Birth	
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ASSISTANCE: List the names(s) and occupation (s) of anyone who assisted in preparation of this form, other than applicant.

Name & Occupation	Mailing Address(complete)	Total Fee Paid	Fees Due

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Signature of Preparer(s) If other than APPLICANT                      If APPLICANT is a Proprietor or General Partner(s), sign here

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If APPLICANT is a CORPORATION, sign here                                      DATE

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CORPORATION NAME (AFFIX CORPORATE SEAL)                                      DATE

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BY: ATTESTED BY:

Signature of President

Signature of Corporate Secretary

I AUTHORIZE the Norman County EDA to obtain a credit report on me through the credit reporting agency of its choice. If any adverse credit decision is made, due totally or partly to the information on the credit report, the Norman County EDA will identify the source of the credit report, so that I may contact them if wish.

*Signature* \_\_\_\_\_

*Printed Name* \_\_\_\_\_

*Date* \_\_\_\_\_

*Signature* \_\_\_\_\_

*Printed Name* \_\_\_\_\_

*Date* \_\_\_\_\_

## SECTION 5

This checklist has been provided to assist you in gathering the necessary information for the initial evaluation of your loan request. COMPLETE information will be necessary to process your application.

- Loan Request Application
- Two years Financial Projections (Start-ups)
- 12 Months Cash Flow Projections (Start-ups and working capital loan requests)
- Narrative assumption to Financial Projections and Cash Flow Analysis. Max one-page (Only startups)
- Business Plan: Include a description of management, feasibility analysis, assumptions, site evaluation and marketing strategy
- Personal Tax Returns: Completed federal tax returns for the past three (3) years on each individual referenced to in #3 above (or signed extension).
- Copy of Proposed Real Estate Purchase Agreement (IF APPLICABLE)
- Copy of Existing or Proposed Lease Agreement (s) (IF APPLICABLE)
- Two (2) estimates of equipment to be purchased (IF APPLICABLE)
- At least two (2) different contractor estimates on construction projects (IF APPLICABLE)
- List of inventory items to be acquired and list how working capital will be used (IF APPLICABLE).
- If not a U.S. Citizen, please attach proof of resident alien status (PHOTOCOPY both sides of "Green Card").
- Bank Decline or Commitment Letter(s).
- Corporate documents.
- Does the company or any owner have existing tax liens? YES NO (if yes please provide a written statement).
- Other \_\_\_\_\_

### Scoring Matrix and Weight (Graded by Loan Committee)

Number of jobs to be created (5 points per FTE, 2.5 points for part-time employee):

Risk of venture (0-5, the lower the risk, the higher the score):

Adequate capitalization for project (0-5, the more funding available, the higher the score):

Contribution to Norman County Economic Development (0-5):

Collateral (0-none; 1- absolutely minimal; 5- city can recoup loss):

\*10-point preference will be given to those who use local labor and materials (5 each).

Total Score:

### Process and Approval Tracking

Submitted to Loan Committee (EDA) or Norman County EDA:

Considered by Loan Committee:

Approved by Loan Committee:

Submitted to Norman County EDA:

Considered by Norman County EDA:

Approved by Norman County EDA:

Interview with Norman County EDA for purposes of paperwork (following approval):

Request for Obligation of Funds submitted to USDA:

Letter of intent to meet conditions submitted to USDA:

Remaining Documents Signed:

Money Dispersed:

### **BOARD-USE ONLY**

Interest Rate	
Term	
Monthly Payment	
Annual Payment	