

Richland County Jobs Development Authority (RCJDA)

LOAN APPLICATION

CHARLES KLOSTERMAN LOAN FUND (LOAN FUND)

How to Use this Application Form

We are pleased to provide you with this Loan Application Form for the RCJDA Charles Klosterman Loan Fund. It is important you fully complete the application and provide all of the information requested to expedite your application. If you need more space, you may attach additional pages.

The purpose of the RCJDA Loan Fund is to encourage business development and expand and retain jobs in Richland County, North Dakota. The program is funded by a property tax levy and repayments to the Loan Fund.

Thank you for your interest. If you have questions, please contact:

Amber Schaan
RICHLAND COUNTY JOBS DEVELOPMENT AUTHORITY
C/o Lake Agassiz Regional Council
417 Main Avenue
Fargo, ND 58103
Phone: 701-235-1197
Fax: 701-235-6706
E-mail: amber@lakeagassiz.com

SECTION I BUSINESS INFORMATION

1. Business Name: _____
2. Business Owners (*Provide all that are involved*)

<u>Name(s)</u>	<u>% Ownership</u>	<u>Address</u>	<u>City/State/Zip</u>
a. _____			
b. _____			
c. _____			
d. _____			
3. Business Phone #: (____) _____ Home #: (____) _____ Fax #: (____) _____
Email Address: _____
4. Business Address (*if different from above*):
City: _____ State: _____ County: _____ Zip: _____
5. Describe type of Business (Product or Service): _____
6. Business Status: (*Check one*) New (*under 6 months*) Existing (*over 6 months*)

7. Have you met all the legal requirements necessary to establish your business? Yes No
If no, what remains to be done?

8. Federal Tax ID Number: _____ 9. Date Business was established: _____

10. Type of Business Organization:
Partnership Sole Proprietorship LLC
S Corporation C Corporation Other: _____

11. Current Number of Employees: FT PT Average hours per week for part time
Projected jobs within one year: FT PT employees: _____

12. Any personal/business judgments, liens, collection items, unsettled lawsuits or major disputes?
Yes No If Yes, please explain: _____

13. Have you reviewed a recent copy of your personal credit bureau report? Yes No

14. Has the business, or any principals of the business, been involved in bankruptcy or insolvency proceedings?
Yes No If Yes, please explain: _____

15. Nearest Relatives – Please list at least two (2) (not living with you):

<u>Name</u>	<u>Address</u>	<u>City/State/Zip</u>	<u>Phone</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

16. Tax Information:

PERSONAL (OWNER(S))

<u>Name</u>	<u>Adjusted Gross Income</u>	<u>Tax Year</u>	<u>Dependents</u>
a. _____	\$ _____	_____	_____
b. _____	\$ _____	_____	_____
c. _____	\$ _____	_____	_____
d. _____	\$ _____	_____	_____

BUSINESS

Net Profit Most Recent Tax Year
\$ _____ (year-end date)

SECTION II BUSINESS PLAN (Individuals/Businesses applying for a loan are required to prepare a Business Plan which adequately describes the operation of their proposed business)

1. Have you completed a Business Plan? Yes No
(If so, please attach a copy of the Business Plan to this Application.)

2. When and by whom was the Business Plan prepared?

- 3. If a consultant or advisor prepared the plan, please provide his/her name, address and telephone number.
- 4. If you have not completed a Business Plan, would you like information on assistance available to help you prepare a Business Plan? Yes No

SECTION III FINANCING INFORMATION *(Please be specific and provide all information requested in this section)*

- 1. Purpose of Loan Request: _____
- 2. How will this loan will help the business? _____
- 3. Have you contacted a bank for financing? Yes No
What Bank? _____
Contact at the Bank: _____ Telephone #: _____
- 4. Total Amount of RCJDA Loan Request: \$ _____

Provide a breakdown of the specific use of RCJDA Loan Funds.

<u>Item</u>	<u>Description (if needed)</u>	<u>Amount</u>
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
TOTAL		\$ _____

- 6. Proposed Repayment Term: _____ Months
- 7. Source of Repayment: Operating Profit Personal Income
 Other: _____
- 8. Proposed Collateral: _____
- 9. Other Sources of Income: _____
- 10. Amount and source of personal (non-loan) funds available to invest in the business/project:

SECTION IV QUESTIONS *(If you have any specific questions which you would like answered about the RCJDA Loan Fund before we begin evaluating your application, please note them below)*

SECTION V SUMMARY OF INFORMATION TO BE SUBMITTED *(Please provide all of the following information and any additional information with your Application. The application form will not be considered complete until the required information is submitted)*

- Business Plan stating your Mission or Purpose, History *(if applicable)*, and Marketing Plan
- Current (within 30 days) Personal Financial Statement(s) for all business owners
- Personal Tax Returns for all business owners for the last three (3) years
- Company Tax Return for the last three (3) years (existing business)
- Balance Sheet and Income Statements for the most recent month-end (existing business)
- Cash Flow Projections with assumptions *(include pre-start-up costs with year one monthly and years two and three annually)*
- Income Statement Projection with assumptions for three (3) years
- Projected year-end Balance Sheets for three (3) years
- Aging of receivables and payables if an existing business
- Resume(s) of owner(s) and manager(s) of the business
- Copies of permits and licenses necessary to your business
- Evidence of 10% equity requirement *(copy of bank statement funds)*
- Other *(describe):* _____

SECTION VI CERTIFICATIONS *(Please read the following and sign the Application Form below. All owners, officers, or partners must sign this application)*

The information in this Loan application is provided for the purpose of applying for funds under the RCJDA Loan Fund. The information is accurate to the best of my knowledge. I understand that personal and/or business information may be requested pursuant to this Loan Application, and I hereby give my consent for such information to be provided to RCJDA. I also understand that the RCJDA retains the sole decision as to whether this Loan Application is approved, disapproved, or modified. It is my right to accept or decline the loan amount, rate, and terms approved by the program.

Name (Printed): _____
 Signature: _____
 Title: _____
 SS#: _____
 Date: _____

Name (Printed): _____
 Signature: _____
 Title: _____
 SS#: _____
 Date: _____

Name (Printed): _____
 Signature: _____
 Title: _____
 SS#: _____
 Date: _____

Name (Printed): _____
 Signature: _____
 Title: _____
 SS#: _____
 Date: _____

For RCJDA Use Only	
Date Received: _____	Loan Amount Requested: _____
Date Reviewed: _____	Loan Amount Approved: _____
Status: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	By: _____