



1 Prairie Drive
Slayton, MN 56172

504 LOAN APPLICATION

Company Information – Real Estate Holding Company

Company Name _____
Address _____ City _____ State _____ Zip _____
Principal in Charge _____ Phone _____ Fax _____
Type of Business _____ Date Established _____
Email Address _____
Type of Entity (check one) Proprietorship Partnership Corporation LLC Federal Tax ID Number _____

Company Ownership

Name _____ Title _____ % of Ownership _____
Name _____ Title _____ % of Ownership _____
Name _____ Title _____ % of Ownership _____
Name _____ Title _____ % of Ownership _____

Company Information – Business Operating Company (Company that will run the business)

Company Name _____
Address _____ City _____ State _____ Zip _____
Principal in Charge _____ Phone _____ Fax _____
Type of Business _____ Date Established _____
Type of Entity (check one) Proprietorship Partnership Corporation LLC Federal Tax ID Number _____

Company Ownership – Business Operating Company

Name _____ Title _____ % of Ownership _____
Name _____ Title _____ % of Ownership _____
Name _____ Title _____ % of Ownership _____
Name _____ Title _____ % of Ownership _____

Nature of your Business

Type of products or services (include any catalogs or brochures) _____

Geographic market area _____

List key customers _____

List major competitors _____

References

Bank Name _____ Acct. no. _____ Acct. Officer _____ Phone _____

Accountant _____ Firm Name _____ Phone _____

Attorney _____ Firm Name _____ Phone _____

Employee Questionnaire

Number of current employees FT _____ PT _____

Estimated number of new employees within the next two years as a result of this project FT _____ PT _____

Total Project Costs

Land (and purchase of existing building)	\$ _____	}	_____
Building (new construction or improvements)	\$ _____		_____
Machinery and equipment	\$ _____		_____
Professional fees (appraisal, architect, legal, etc.)	\$ _____		_____
Other (Contingency, interim interest, etc.)	\$ _____		_____
Total	\$ _____		

Miscellaneous Questions

Have you or any officer of your company ever been involved in bankruptcy or insolvency proceedings? _____

Are you or your business involved in any pending or prior lawsuits? _____ If yes, please provide details on a separate sheet.

Have you ever received an SBA loan? _____

(If yes, please provide a copy of the SBA Loan Authorization Document and the following):

Original Amount \$ _____ Date of the Loan \$ _____ SBA Loan # _____

Current Balance \$ _____ Status _____

Where will your equity injection for this project be provided from? _____

Personal Resume Form

To be completed by each principal involved in the loan. Please make copies as needed for each individual.

Name _____ SSN #: _____
First Middle Last

Former Name _____
First Middle Last When used

Date of Birth _____ Place of Birth _____

Residence telephone (_____) _____ Business telephone (_____) _____

Residence address _____
Street City State Zip From To

Previous address _____
Street City State Zip From To

Are you employed by the U.S. Government? _____ Agency/position _____

Personal information

Are you a U.S. Citizen? (If no, please provide a copy of your Alien Registration or Visa Card) Yes No

Is your spouse a U.S. citizen? (If no, please provide a copy of their Alien Registration or Visa Card) Yes No

Are you presently under indictment, on parole or probation?

(If yes, furnish details in separate exhibit. List name(s) under which held, if applicable) Yes No

Have you ever been charged with or arrested for any criminal offense other than a minor motor vehicle violation?

(If yes, furnish details in separate exhibit. List name(s) under which held, if applicable) Yes No

Have you ever been convicted of any criminal offense other than a minor motor vehicle violation?

(If yes, furnish details in separate exhibit. List name(s) under which held, if applicable) Yes No

Indicate gender (optional) Male Female

With which race do you more closely identify? Choose only one (optional):

- African American Native American (other than Eskimo or Aleut) Eskimo or Aleut
 Asian or Pacific Islander White Hispanic
 Other _____

Education (college or technical training) Attach resume if preferred

Name and Location Dates Attended Major Degree or Certificate

1. _____

2. _____

Military service background

Branch _____ From _____ To _____

Honorable discharge? Yes No Vietnam veteran? Yes No

Previous SBA or other federal government debt

Name of agency _____ Original amount of loan _____

Date of request _____ Approved or declined _____ Current balance _____ Current Past Due

*If more than one, please attach detail.

Have you or any officer of your company ever been involved in bankruptcy or insolvency proceedings?

If yes, please attach explanation and court documents. Yes No

Are you or your business involved in any pending lawsuits? If yes, please provide details. Yes No

Do you or your spouse or any member of your household, or anyone who owns, manages, or directs your business or their spouses or members of their households work for the Small Business Administration, Small Business Advisory Council, SCORE, any Federal Agency, or the participating lender? If yes, please provide details. Yes No

Do you buy from, sell to, or use the services of any concern in which someone in your company has a significant financial interest? If yes, please provide details. Yes No

Does your business presently engage in export trade? Yes No

Do you have plans to begin exporting as a result of this loan? Yes No

Would you like more information on exporting? Yes No

Checklist

The following are needed for Prairieland EDC Loan Review:

	HISTORY AND DESCRIPTION OF THE BUSINESS AND ANALYSIS OF MANAGEMENT ABILITY (PERSONAL RESUME). A LISTING OF ALL COMPANY OFFICERS AND DIRECTORS, PERCENTAGES OF OWNERSHIP, AND THE NAME OF THE BORROWING ENTITY. START-UPS SHOULD SUBMIT A BUSINESS PLAN.
	ORGANIZATIONAL DOCUMENTS, SUCH AS CERTIFICATE OF INCORPORATION, ARTICLES OF INCORPORATION, BY-LAWS, PARTNERSHIP DOCUMENTS, ARTICLES OF ORGANIZATION AND OPERATING AGREEMENTS, ETC.
	PERSONAL HISTORY STATEMENT (SBA FORM 912) ONE SEPARATE FORM FOR EACH OFFICER, DIRECTOR AND MANAGER (REGARDLESS OF OWNERSHIP) AND EACH PROPRIETOR, PARTNER, AND STOCKHOLDER WITH 20% OR MORE OWNERSHIP OF THE SMALL BUSINESS.
	PERSONAL FINANCIAL STATEMENT CURRENT WITHIN 90 DAYS FOR EACH PROPRIETOR, PARTNER, OR STOCKHOLDER WITH 20% OR MORE OWNERSHIP OF THE SMALL BUSINESS. (SBA FORM 413)
	BALANCE SHEET AND INCOME STATEMENT FOR THE PREVIOUS THREE YEARS FOR THE SMALL BUSINESS. IF THE SMALL BUSINESS IS NEW, PROVIDE A PROFORMA BALANCE SHEET WITH A DESCRIPTION OF THE ASSUMPTIONS ATTACHED.
	SIGNED COPIES OF COMPLETE PERSONAL AND BUSINESS TAX RETURNS FOR THE PREVIOUS THREE YEARS.
	BALANCE SHEET AND INCOME STATEMENT DATED WITHIN 120 DAYS OF THE APPLICATION TOGETHER WITH AN AGING OF THE ACCOUNTS RECEIVABLE AND ACCOUNTS PAYABLE LISTED.
	PROJECTED ANNUALIZED INCOME STATEMENT FOR THE FIRST TWO YEARS AFTER THE LOAN WITH A DESCRIPTION OF ASSUMPTIONS ATTACHED.
	FOR A NEW BUSINESS, A MONTHLY CASHFLOW ANALYSIS FOR THE FIRST 12 MONTHS OF OPERATION OR FOR THREE MONTHS BEYOND THE BREAKEVEN POINT (WHOMEVER IS LONGER) TOGETHER WITH A DESCRIPTION OF ASSUMPTIONS.
	SCHEDULE OF ALL OTHER DEBT WHICH INCLUDES THE ORIGINAL DATE AND AMOUNT, MONTHLY PAYMENT, INTEREST RATE, PRESENT BALANCE OWED, MATURITY, TO WHOM PAYABLE, AND COLLATERAL SECURING THE LOAN FOR EACH SHORT-TERM AND LONG-TERM LOAN THAT THE BUSINESS CURRENTLY HAS OUTSTANDING AND INDICATE WHETHER EACH LOAN IS CURRENT.
	FOR QUALIFIED DEBT REFI, COPIES OF ALL NOTES AND LIEN INSTRUMENTS IS REQUIRED ALONG WITH PROOF THAT DEBT PAYMENTS FOR TWELVE MONTHS HAS BEEN CURRENT.
	PREVIOUS GOVERNMENT FINANCING FORM FOR ANY PRINCIPALS OR AFFILIATED COMPANIES. INCLUDE THE NAME OF THE AGENCY, THE ORIGINAL DATE AND AMOUNT, THE OUTSTANDING BALANCE, STATUS OF THE LOAN (CURRENT, DELINQUENT, OR PAID IN FULL), AND COLLATERAL SECURING THE LOAN.
	A COPY OF KEY COST DOCUMENTS SUCH AS REAL ESTATE PURCHASE AGREEMENTS, COST ESTIMATES OR BIDS SIGNED BY ARCHITECT OR CONTRACTOR, BLUEPRINTS, PLANS AND SPECIFICATIONS, VENDOR QUOTES FOR MACHINERY AND EQUIPMENT, ETC. IF ANY PART OF THE PROJECT HAS TRANSACTED COPIES OF ALL EXECUTED LOAN DOCUMENTS AND PROOF OF EXPENDITURE.
	A LETTER FROM THE PARTICIPATING LENDER STATING THE TERMS AND CONDITIONS OF ITS PARTICIPATION AND THE REASON WHY IT WILL NOT FINANCE THE ENTIRE PROJECT. ALSO, A COMMITMENT LETTER FROM ALL OTHER SOURCES OF FINANCING INVOLVED IN THE PROJECT.
	SIGNED SBA FORM 1244 PART C WHICH IS THE SBA 504 APPLICATION.
	COPY OF EACH 20% OWNERS DRIVER'S LICENSE IN ACCORDANCE WITH THE PATRIOT ACT.
	AN INDEPENDENT APPRAISAL AS REQUIRED. (IF LAND IS USED AS EQUITY, THE APPRAISAL IS REQUIRED FOR PRAIRIELAND EDC'S LOAN REVIEW).
	ENVIRONMENTAL RISK ASSESSMENT (AS REQUIRE EITHER AN ENVIRONMENTAL INVESTIGATION, TRANSACTION SCREEN ANALYSIS, OR PHASE ONE OR TWO DEPENDING ON RISK).
	SIGNED IRS VERIFICATION FORM 4506T .

Note: Provide the Items below ONLY if the apply to the project applicant.

	IF THE APPLICANT IS NOT A U.S. CITIZEN THEN A G-845 MUST BE COMPLETE WITH THE U.S. CITIZENSHIP AND IMMIGRATION SERVICES, USCIS (INS).
	THE NAMES OF AFFILIATED (THROUGH OWNERSHIP OR MANAGEMENT CONTROL) OR SUBSIDIARY BUSINESSES AS WELL AS THE LAST TWO FISCAL YEAR-END FINANCIAL STATEMENTS AND A CURRENT FINANCIAL STATEMENT FOR EACH OF THESE FIRMS.
	COPY OF THE FRANCHISE AGREEMENT <u>AND</u> THE FRANCHISOR'S DISCLOSURE STATEMENT THAT IS REQUIRED BY THE FEDERAL TRADE COMMISSION. IF A FRANCHISE.

Authorization to Release Information

I/we, as the Undersigned, which include, but are not limited to, borrowers, obligors, guarantors, affiliates, partners, stockholders, proprietors, hereby authorize Prairieland Economic Development Corporation and/or the U.S. Small Business Administration, its successors or assigns, to pull credit reports, and any other confidential reports, required in the evaluation of the attached loan application and the servicing of the loan, if approved, throughout the full term of the loan. I/we, the Undersigned, authorize Prairieland Economic Development Corporation and/or the U.S. Small Business Administration, its successors and assigns, to release necessary loan information to other entities, as required for processing the loan application or servicing the loan. I/we authorize Prairieland Economic Development Corporation and/or the U.S. Small Business Administration, its successors and assigns, to request and receive any private information of the Undersigned from other entities, including but not limited to, insurance companies, lenders, and accountants/bookkeepers. The release of information by any party is solely for the purpose of processing the loan application and servicing the loan and the information will be kept in strict confidence. Any authorization herein is binding from the date of the Undersigned's signature below until the loan is paid in full. I/we declare that the information included in the loan application and any related attachments are true and correct.

Signature

Date

Applicant/Borrower

Signature

Date

Relationship to Loan

Signature

Date

Relationship to Loan

Signature

Date

Relationship to Loan

Signature

Date

Relationship to Loan