

APPLICATION FOR FINANCING	FOR OFFICE USE ONLY
NOTE: Not all businesses and/or projects qualify for financing.	<input type="checkbox"/> Fort Madison RLF
For additional assistance, please contact SEIRPC at 319.753.4316	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	APPLICATION # _____

INSTRUCTIONS:

1. Applications must be typed.

2. **Applications are due no later than the 15th of the month.** Only fully completed applications received before the 1st of the month will be considered at the current month's local Loan Review Committee meeting. SEIRPC will evaluate the application and determine when the application is fully completed. An application may not be considered complete upon initial submission from applicant.

3. Complete all sections of the application. Please contact SEIRPC if you need assistance.

NOTICE OF REPORTING REQUIREMENTS:

Upon loan approval, the following reporting information will be required of the loan recipient:

1. To verify employment data, copies of payroll reports shall be submitted at SEIRPC's request.
2. Financial statements (Balance Sheet and Profit & Loss Statement) shall be submitted semi-annually.
3. Project progress reports shall submit semi-annual.
4. Proof of liability insurance with SEIRPC listed as loss payee shall submit annual.
5. A representative of SEIRPC will conduct site visits during the project period.

All reporting requirement will be outlined in detail in the Loan Agreement.

SEIRPC requires all loan recipients to utilize automatic withdrawal for loan repayment.

APPLICATION FOR RLF ASSISTANCE:

1. APPLICANT INFORMATION

Business:

Name of Business: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Title: _____

Phone: _____ Fax: _____ Email: _____

Tax ID Number (FEIN or SSN): _____

Business Structure:

Cooperative Corporation Limited Liability Company Not for Profit
 Partnership S-Corporation Sole Proprietorship

New Business Existing Business – Date Established: _____

Name of Individual Completing this Form: _____

Project Location (if different from above): _____

2. OWNERSHIP INFORMATION. Provide the following information on the owner(s) of the business.

Name/Title	Address	% Ownership	Annual Compensation

Add additional sheet if necessary

5. EXHIBITS. All exhibits must be signed and dated.

- Exhibit A: Business Plan to include:
 - Description of the Business.
 - Description of the project proposed for financing.
 - Project timeline.
 - Marketing plan that includes an analysis of competitors.
 - Management – include resumes of key management personnel.
 - Minimum of three references (banking, professional or trade).

- Exhibit B: Balance sheets and income statements for previous three years.
- Exhibit C: A current balance sheet (not over 90 days old).
- Exhibit D: Projected operating statements with notes of explanation for three years into the future.
- Exhibit E: The names of affiliates and/or subsidiary firms. Last fiscal year-end financial statement for the listed firms.

- Exhibit F: Personal financial statement of the owner(s) of the business with more than 20% ownership in the business.
- Exhibit G: Preliminary plans and specifications covering new construction, and an itemized list of machinery and equipment to be purchased.
- Exhibit H: A letter from the participating lender(s) stating the terms and conditions of the participation and the reason why it will not finance the entire project.
- Exhibit I: A list of collateral to be offered as security for the SEIRPC loan (Note: An independent appraisal may be required.)

- Exhibit J: Supporting documentation such as credit reports, letters of intent, letters of reference, contracts, legal description, patents or pending patents, copies of leases, feasibility studies, etc. Attach as appropriate.

6. GENERAL CERTIFICATION:

Applicant: The undersigned certifies that he/she is the _____ (Title) of the applicant business applying for financing from SEIRPC, that he/she is familiar with the records of the borrower and contents of this application, and that he/she is authorized to submit and sign the application. The information contained in this application, including all exhibits, is to the best knowledge of the undersigned, complete and accurate and presents fairly the condition of the applicant and project accurately its intended operations for the period set forth in this application.

The undersigned hereby gives permission to SEIRPC and its subsidiaries to research the company's history, make credit checks, contact the company's financial institution, and perform other related activities for the reasonable evaluation of this application.

SEIRPC is an Equal Opportunity Provider.

If the application is approved the undersigned agrees to pay a loan closing fee of \$250.

Applications are due no later than the 15th of the month. Applications received before the 15th of the month will be considered at the current month's Loan Review Committee meeting.

Applicant (typed): _____

Signature: _____

Date: _____

Upon completion of the **typewritten** application, please submit to:

SEIRPC
ATTN FORT MADISON RLF
211 NORTH GEAR AVENUE, SUITE 100
WEST BURLINGTON, IA 52655

Please contact the following with any questions or concerns:

Jeff Hanan, Assistant Director, SEIRPC
211 North Gear Avenue, Suite 100
West Burlington, IA 52655
319-753-4316
jhanan@seirpc.com

City of Fort Madison
811 Avenue E
Fort Madison, IA 52627
319-372-7700
bsmith@fortmadison-ia.com

Authorization for Credit Check

I, _____, hereby give permission to Southeast Iowa Regional Planning Commission and/or their subsidiaries to check my personal credit history.

Applicant Signature: _____ Date: _____

Social Security Number: _____

Current Address: _____