

# NORTHEAST OREGON ECONOMIC DEVELOPMENT DISTRICT

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## Intermediary Relending Program and Revolving Loan Fund Application Form

### I. COMPANY OPERATIONS

A. Applicant Name \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Contact Person (if other than Applicant) \_\_\_\_\_

Structure of Business (proprietorship, partnership, corporation) \_\_\_\_\_

Federal Tax ID # \_\_\_\_\_ DUNS # \_\_\_\_\_

Name of Bank \_\_\_\_\_

Check One  Personal  Business  Both

Branch \_\_\_\_\_ Contact Person \_\_\_\_\_

Requested Loan Amount \_\_\_\_\_

B. Company Principals: List principal officers, stockholders and/or partners and percentage of ownership.

Name	Title	% Ownership	Social Security Number	Date of Birth

NEOEDD/NOBD is an Equal Opportunity Lender, Provider, and Employer. Complaints of discrimination should be sent to:  
 USDA, Director, Office of Civil Rights, Washington, DC 20250-9410

- C. Company Profile: (attach separate sheet) Describe the nature of the business, the principle product/service, market areas and distribution patterns, sales, major competitors and major clients. Describe the development of the business, including date of acquisition, and ownership or significant management changes. Describe the current facility, including type of construction and age, number of stories, pertinent features, current value, building square feet, land area and whether you own or lease.
- D. Forecasts: (attach separate sheet) Describe how the proposed financing would affect the business (i.e., new markets, sales, net worth, stability, growth, products and/or services, etc.).
- E. Employment: (attach separate sheet) State the average number of employees during the past 12 months. Identify the number, types and starting salary of jobs that would be created as a result of the proposed financing.

## II. COMPANY FINANCIAL DATA

Please submit the following:

1. Balance sheets (include statements and source use statements for the three most recent fiscal years). Financial statements must be signed by a company officer and, if not reviewed by an independent accountant, supported by copies of Federal tax returns.
2. Personal financial statement for each proprietor, partner and/or officer and each stockholder with a majority interest in the business.
3. Interim business financial statements (not over 90 days old).
4. Description of all outstanding debts, including creditor, original date and amount, present balance, rate, monthly payment, maturity date, collateral and status. Identification of all existing notes, mortgages, lines of credit, liens and judgments must be included.
5. Aging of accounts receivable, accounts payable and taxes payable, if required.
6. Projected balance sheet and income statement projections for the next two years. If the project is a start-up, provide a monthly cash flow projection for two years.
7. Description, if any, of lease commitments, related party transactions or other significant accounting policies.

III. PROJECT INFORMATION

A. Land \_\_\_\_\_  
Building Acquisition \_\_\_\_\_  
New Construction \_\_\_\_\_  
Improvements \_\_\_\_\_  
Machinery & Equipment \_\_\_\_\_  
Working Capital \_\_\_\_\_  
Other (Specify) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total \$ \_\_\_\_\_

B. Construction Acquisition

Project Address \_\_\_\_\_  
\_\_\_\_\_

Land Area (sq. ft.) \_\_\_\_\_  
Zoning \_\_\_\_\_  
Date Plans Completed \_\_\_\_\_  
Person or legal entity currently holding title \_\_\_\_\_  
\_\_\_\_\_

C. Machinery & Equipment

Describe use of proceeds, including types of equipment (make, model, cost, trade-in, use, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. Working Capital

Describe use of proceeds, including projection and source of repayment (i.e., inventory turnaround time, etc.).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

E. Sources of Other Financing

<u>Source</u>	<u>Amount</u>	<u>Term</u>	<u>Rate</u>
_____	\$ _____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total	\$ <u>_____</u>		

Important: Sources must equal project costs.

IV. ATTACHMENTS (if applicable)

1. Site plan
2. Financial agreement/lease agreements
3. Plot plan and/or drawings of projected plan
4. Copy of bids or cost estimates by contractor
5. Copy of equipment/working capital list and bids
6. Schedule for construction start and completion
7. List professional fees (architectural, engineering, legal, accounting, permits, etc.)
8. Resumes of principal officers and/or proprietors
9. List of any affiliates and a current financial statement for each
10. Appraisal (if required)
11. Bank commitment letter
12. List of collateral offered and position
13. Legal description of property
14. List of any consultation/packaging fees paid

V. ACKNOWLEDGMENT

Applicant hereby authorized the review and investigation of this application by Northeast Oregon Economic Development District (NEOEDD) and its agents, and specifically consents to disclosure of information contained herein and in the attachments as may be deemed necessary by NEOEDD 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.

A non-refundable application processing fee of \$100 must accompany this application.

COMPANY NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

The following information is requested by the Federal Government in order to monitor compliance with Federal Laws prohibiting discrimination against applicants seeking to participate in this program. 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.

Ethnicity

- Hispanic or Latino
- Not Hispanic or Latino

Race

- American Indian/Alaskan Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Gender

- Male
- Female

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