

**Buckeye Hills HVRDD
LOAN APPLICATION CHECKLIST**

ALL APPLICANTS

- ___ COMMITMENT LETTER from participating BANK stating terms and conditions of the bank's participation; must list borrower, term, interest rate, collateral, guarantors/co-makers, contingencies, etc.
- ___ COMPANY OVERVIEW: Brief history and description of the company including details of product mix, markets served, proposed new products and/or markets, etc.
- ___ MANAGEMENT: Attach resumes of all key management positions.
- ___ EQUITY STATEMENT: State the source of the applicant's equity (cash contribution) then sign and date.
- ___ CURRENT PERSONAL FINANCIAL STATEMENT: All individuals with 20% or greater interest.
- ___ THREE YEARS PERSONAL FEDERAL TAX RETURNS: All individuals with 20% or greater interest.
- ___ SOURCES AND USES OF FUNDS: See page 4 of BH-HVRDD application or attach statement detailing sources and uses of all loan proceeds for project (bank, equity, BH-HVRDD, etc.).
- ___ COLLATERAL: See page 5 of BH-HVRDD application or attach list of collateral offered as security for the BH-HVRDD loan as well as proposed lien/mortgage position and other financing, if applicable.
- ___ EQUIPMENT LIST: List of all major equipment currently owned listing make, model and serial numbers. If purchasing, equipment, list all items to be purchased, include current quotes, make, model and serial numbers.
- ___ PURCHASE AGREEMENT: Attach copy of all purchase agreements, if applicable.
- ___ REAL ESTATE (purchase or lease): If purchasing real estate, attach purchase agreement, property appraisal, legal description, etc. If leasing real estate, attach lease agreement.

Corporations

- ___ BYLAWS
- ___ ARTICLES OF INCORPORATION or CERTIFICATE OF INCORPORATION

Limited Liability Corporations (LLC) and Limited Liability Partnerships (LLP)

- ___ OPERATING AGREEMENT
- ___ ARTICLES OF ORGANIZATION

Partnership

- ___ PARTNERSHIP AGREEMENT

EXISTING BUSINESSES, BUYOUTS

- ___ THREE YEARS BUSINESS FEDERAL TAX RETURNS: Complete with schedules and attachments.
- ___ BALANCE SHEETS and PROFIT AND LOSS STATEMENTS: For last three fiscal years.
- ___ CURRENT BALANCE SHEET and PROFIT AND LOSS STATEMENT: No older than 90 days.
- ___ AGING: Accounts Receivable and Accounts Payable.
- ___ CURRENT DEBTS LIST: List lender name, address, origination date, loan amount, present balance, interest rate, monthly payment, collateral pledged, and maturity date of loan.
- ___ SUBSIDIARIES & AFFILIATES: List affiliates or subsidiary firms; provide last fiscal yearend financial statements, if applicable.

NEW BUSINESSES (less than 3 years old), STARTUPS

- ___ BUSINESS PLAN with 3 YEARS CASH FLOW ANALYSIS: Year 1 - Monthly cash flow analysis; Years 2-3 - Annual analysis.

**Buckeye Hills HVRDD (BH-HVRDD)
PRELIMINARY LOAN APPLICATION**

Legal Name of Applicant/Business: _____
 Business Address: _____ (county) _____
 Telephone: (____) _____ Fax: (____) _____ Email: _____
 Contact Person: _____ Title: _____

Type of Business, please circle: Manufacturing, Commercial, Retail, Service, Other. If Other, explain: _____

Product/Services: _____

Activity, please circle one: New/Startup, Expansion, Relocation, Buyout, Other. If Other, explain: _____

Location of Expansion (if different from present location): _____

Deadline for Start & Finish of Project: Projected Start Date: _____ Finish Date: _____

CURRENT JOBS: Number of Current (existing) Full-Time Jobs to be retained, if applicable: _____
 JOBS CREATED: Number of Full-Time Equivalent Jobs to be created over twelve (12) months: _____

Scope of Project (i.e., equipment acquisition, land/building purchase, etc.) Attach additional sheet, if necessary:

COST BREAKDOWN:

Land	\$	_____
Land/Building	\$	_____
Renovations	\$	_____
Leasehold Improvements	\$	_____
Machinery/Equipment	\$	_____
Working Capital	\$	_____
Other	\$	_____
* TOTAL COST BREAKDOWN:	\$	_____

FINANCING:

Applicant's Equity (CASH) Amount	\$	_____	_____ %
Bank Loan Amount	\$	_____	_____ %
Amount requested from BH-HVRDD	\$	_____	_____ %
Other	\$	_____	_____ %
* TOTAL FINANCING:	\$	_____	100 %

** TOTAL COST BREAKDOWN and TOTAL FINANCING must equal (i.e., if Total Cost Breakdown is \$100,000 then Total Financing is also \$100,000).*

Source of Applicant's Equity (Cash, Savings, Gift, etc.): _____
 Name of Participating Bank: _____

BY SIGNING BELOW, I attest to the accuracy of the information disclosed, included, attached, or otherwise made a part of this application. I attest to have included information regarding any liens, judgements, current liabilities and co-maker I am responsible for or against me personally, or any entities I hold 20% or more ownership. Additionally, I understand this document is subject to review by the general public; local, state, and federal agencies; BH-HVRDD Staff, Executive Board, Loan Committee, Consultants, etc.

X _____
Applicant Signature or Signature of Authorized Representative **Date**

Print or Type Your Name as Signed Above

**Buckeye Hills HVRDD (BH-HVRDD)
LOAN APPLICATION**

- PLEASE TYPE or USE BLUE or BLACK INK ONLY -

THE FOLLOWING INFORMATION MUST BE PROVIDED WITH LOAN APPLICATION:

- Business Plan – *All Applicants*
- Monthly Cash Flow Analysis – *Startups or existing businesses expanding into new product line, etc.*
- Company Overview/Narrative - *All Applicants*
- Current Personal Financial Statements for individuals with 20% or greater company ownership - *All Applicants*
- Complete 3 Year Personal Federal Tax Returns for individuals with 20% or greater ownership - *All Applicants*
- Complete 3 Year Business Federal Tax Returns including schedules, attachments, etc. - *Existing business, buyouts*

INSTRUCTIONS FOR COMPLETING LOAN APPLICATION:

- **Sections I, II and III:** Provide all information requested. 'Contact' refers to the proprietor, general partner, corporate officer, member, etc. 'Applicant' refers to the borrowing entity.
- **Section IV: SOURCES AND USES OF FUNDS:** List all sources of financing and use of loan proceeds. If loan use is "other", attach separate sheet outlining intended use, sign and date.
- **Section V: SUMMARY OF COLLATERAL, KEY MAN LIFE INSURANCE:** If collateral consists of land and building, inventory, and/or accounts receivable, fill in the appropriate blanks. If collateral consists of equipment, furniture and fixtures, and/or other, an itemized list containing make, model numbers, serial number, and description must be provided. Assignment of Key Man Life Insurance as collateral is mandatory on all loans.
- **Section VI:** Refers to borrowing entity.
- **Submit \$100 non-refundable loan application fee,** complete loan application (8 pages) with all required signatures, information, and/or attachments to Buckeye Hills-HVRDD RLF, 1400 Pike Street, Marietta, Ohio 45750.

I. CONTACT INFORMATION (*refers to the proprietor, general partner, corporate officer, member, etc.*):

Name: _____ Phone: (____) _____
Home Address: _____
Relationship to Business/Business Title: _____ Email: _____

II. APPLICANT/BUSINESS INFORMATION (*refers to the borrowing entity*):

Applicant/Business Legal Name: _____
Business Address: _____
Phone: (____) _____ FAX: (____) _____ Email: _____
Year Business Established: _____ Federal Tax I.D. No: _____
*** DUNS Number:** _____

BUSINESS STRUCTURE (check one):

<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> General Partnership	<input type="checkbox"/> Limited Liability Partnership
<input type="checkbox"/> S Corporation	<input type="checkbox"/> C Corporation	<input type="checkbox"/> Not Yet Determined
<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Limited Partnership	

CURRENT AND PROJECTED EMPLOYMENT:

Current Employees: _____ Full-Time (include current full-time employees only)
Projected Year 1: _____ Full-Time

Have you or any owners of the company ever been involved in bankruptcy or insolvency proceedings? If yes, please explain on a separate sheet. YES _____ NO _____

Are you or the business involved in any pending lawsuits? If yes, please explain. YES _____ NO _____

*** To be eligible for BH-HVRDD financing, all applicants are required to provide a DUNS number as mandated by the Federal Government. Applications without a DUNS Number will be rejected.** For more information or to obtain a DUNS Number, go to <http://www.dnb.com/get-a-duns-number.html>. Please note, if this website is unavailable, conduct an internet search using 'DUNS' or 'get a DUNS' as the search criteria.

PROFESSIONAL SERVICES/REFERENCES:

BANK: _____
 Address: _____

Contact: _____
 Phone: _____

ATTORNEY: _____
 Address: _____

Contact: _____
 Phone: _____

ACCOUNTANT: _____
 Address: _____

Contact: _____
 Phone: _____

INSURANCE CO: _____
 Address: _____

Contact: _____
 Phone: _____

III. MANAGEMENT INFORMATION: Complete for each principal owner/member with 20% or more ownership. If necessary, attach additional sheets. Identify each sheet as an exhibit to the appropriate section, sign and date.

Owner #1

Name & Title: _____ Ownership: _____ %
 Social Security Number: _____

Source of Income

Salary \$ _____
 Investment Income \$ _____
 Real Estate Income \$ _____
 Other, explain: \$ _____

Contingent Liabilities

Endorser/Co-Maker \$ _____
 Legal Claims/Judgments \$ _____
 Federal Income Tax \$ _____
 Other, explain: \$ _____

Owner #2

Name & Title: _____ Ownership: _____ %
 Social Security Number: _____

Source of Income

Salary \$ _____
 Investment Income \$ _____
 Real Estate Income \$ _____
 Other, explain: \$ _____

Contingent Liabilities

Endorser/Co-Maker \$ _____
 Legal Claims/Judgments \$ _____
 Federal Income Tax \$ _____
 Other, explain: \$ _____

IV. SOURCES AND USES OF FUNDS: List all sources and uses of financing; attach additional sheets if necessary.

	Applicant's CASH EQUITY	BANK	BH-HVRDD	OTHER FINANCING	TOTAL PROJECT COST
Acquire Land					
Acquire Land & Building					
Renovations					
Leasehold Improvements					
Machinery/Equipment					
Working Capital					
Other, specify:					
TOTALS	\$	\$	\$	\$	\$

NOTE: The above amounts must match Total Cost Breakdown on page 2.

REAL ESTATE OWNED: *List each parcel separately; attach additional sheets, if necessary.*

Parcel #1

Title in Name of: _____

Property Type (land, building, private home, etc.): _____

Property Address: _____

Original Loan Amount: \$ _____ Current Balance: \$ _____ Monthly Payment: _____

Date of Mortgage: _____ Maturity Date: _____

Mortgage Holder Name, Address, Phone #: _____

Status of Mortgage (current or delinquent). If delinquent, explain: _____

Parcel #2

Title in Name of: _____

Property Type (land, building, private home, etc.): _____

Property Address: _____

Original Loan Amount: \$ _____ Current Balance: \$ _____ Monthly Payment: \$ _____

Date of Mortgage: _____ Maturity Date: _____

Mortgage Holder Name, Address, Phone #: _____

Status of Mortgage (current or delinquent). If delinquent, explain: _____

OTHER PERSONAL PROPERTY: *Describe property and, if financed, include name and address of lien or mortgage holder, original loan amount, monthly payment and current balance. Attach additional sheets, if necessary.*

OTHER ASSETS: *Please describe.*

UNPAID TAXES: *Please describe in detail; refer to attachments, if necessary.*

OTHER LIABILITIES: *Please describe in detail; refer to attachments, if necessary.*

The following information is requested by the Federal Government for certain types of loans in order to monitor the lender's compliance with equal credit opportunity. You are not required to furnish this information but are encouraged to do so. The law requires that a lender may neither discriminate on the basis of this information nor on whether you choose to furnish it. However, if you choose not to furnish it, under Federal regulations, this lender is required to note race/ethnicity on the basis of visual observation, surname, etc. If you do not wish to furnish the information, please check the appropriate line below.

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

Female _____
Male _____

VETERAN STATUS

Non-Veteran _____
Veteran _____

I choose not to furnish the above information and understand that the lender will note race/ethnicity, gender, and veteran status based on visual observation, surname, etc. _____

"This institution is an equal opportunity provider and employer."

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint form found online at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410; by fax (202) 690-7442; or email at program.intake@usda.gov.

Enclose \$100 non-refundable loan application fee, signed loan application with all required information, signatures, and/or attachments and submit to:

BUCKEYE HILLS-HVRDD RLF, 1400 PIKE STREET, MARIETTA, OHIO 45750

Borrower Related Legal Requirements

RLF borrowers must comply with requirements of Federal, State and Local laws concerning:

1. Facility access for the physically handicapped P.L. 90-480 as amended (42 U.S.C. 4151, et seq.)
2. The Davis-Bacon Act (40 U.S.C. 276a-5) when any contract for construction alteration and/or repair including painting and decorating in excess of \$2,000 is financed in whole or in part by an ARC RLF (42 U.S.C. 3222).
3. Civil Rights requirements in Title VI of the Civil Rights Act of 1964, as amended (42

U.S.C. 2000d-2000d-4), and 15 CFR Part 8, as it pertains to the exclusion of persons on the ground of race, color, or national origin. The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101, et seq.) and 15 CFR Part 20 as it pertains to denying the benefits of receiving federal financial assistance. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) prohibits discrimination on the basis of handicap in any program. The Public Works and Economic Development Act of 1965 (42 U.S.C. 3121, 3123 et seq.), as it pertains to denying persons participation on the basis of sex in any program receiving federal financial assistance.

4. All State and local environmental review requirements with all applicable Federal, State and local standards; including:

The Clean Air Act, as amended (42 U.S.C. 7401 et seq.);

The Federal Water Pollution Control Act, as amended (33 U.S.C. 1251, et seq.);

The Flood Disaster Protection Act of 1973, P.L. 93-234, as amended (42 U.S.C. 4002, et seq.) Executive Order 11988, Floodplain Management (May 24, 1977), and regulations and guidelines issued thereunder;

Executive Order 11990, Protection of Wetlands (May 24, 1977);

The Endangered Species Act of 1973 P.L. 93-205, as amended, (16 U.S.C. 1531, et seq.);

The Safe Drinking Water Act. P.L. 93-523, as amended, (42 U.S.C. 300f-300j-9);

The Wild and Scenic Rivers Act, as amended, (16 U.S.C. 1271, et seq.);

The Comprehensive Environmental Response, Compensation and Liability Act of 1980, P.L. 96-510, as amended, (42 U.S.C. 9601, et seq.) and

The National Historic Preservation Act P.L. 89-665 (16 U.S.C. 470, et seq.).

5. Providing a drug free workplace as defined by the Controlled Substances Act (21 U.S.C. 812) and 21 CFR 1308.11

I understand that I must comply with the above-mentioned regulations.

Applicant Signature

RLF Administrative Signature

Date

Loan Fees

Buckeye Hills Revolving Loan Fees

The following fees will be charged to applicants and recipients of revolving loan funds, by Buckeye Hills HVRDD:

- Application Fee \$100.00 due with application submission
- Processing Fee: \$250.00 due with acceptance of commitment letter
- Servicing Fee: 1% of the loan due at closing

Other fees that may apply include, but are not limited to:

- Appraisal Fees
- Survey Fees

Attorney Fees

Upon loan approval, documents will be forwarded to an attorney. The attorney will accrue expenses during the closing process for document preparing, title search and other costs. ***These expenses will be charged to you directly by the attorney and are not included in the fees from Buckeye Hills.***

Acknowledgement of explanation of fees

Applicant Signature

Date