

RLF LOAN APPLICATION

Operating Company

Company Name _____

Address _____ City _____ Zip _____

Principal in charge _____ Work Phone () _____ Work Fax () _____

Email _____

Type of Business _____ Date Established _____

Type of Entity (check one) Proprietorship Partnership LLC S-Corp C-Corp

Federal Tax ID # _____

If Corporation: President _____

Vice President _____

Secretary _____

Company Ownership Name _____ % Ownership _____

Name _____ % Ownership _____

Name _____ % Ownership _____

Name _____ % Ownership _____

Holding Company *(if Real Estate held separately) – if property held personally, please indicate name here*

Company Name _____

Address _____ City _____ Zip _____

Principal in charge _____ Work Phone () _____ Work Fax () _____

Email _____

Federal Tax ID # _____

Date Established _____

Type of Entity (check one) Proprietorship Partnership LLC S-Corp C-Corp

Company Ownership Name _____ % Ownership _____

Name _____ % Ownership _____

Name _____ % Ownership _____

Name _____ % Ownership _____

New Project Information

Street address of project _____
 City _____ State _____ Zip _____ County _____
 Square footage of new building _____ Square footage your company will occupy _____
 Escrow closing date _____ Realtor's name _____ Phone number _____

If there are any tenants that will lease a portion of the building, please provide the following information:

Tenant Name	Square Footage	Lease Expiration	Monthly Rent Amount

New Project Information

Purchase of Existing Building or Equipment only

Purchase price..... \$ _____
 Remodel/Renovation \$ _____
 Equipment* \$ _____
 Other..... \$ _____
 Total \$ _____

Construction Project

Land Acquisition..... \$ _____
 Construction Bid..... \$ _____
 Architects, permits, other soft costs \$ _____
 Equipment..... \$ _____
 Other..... \$ _____
 Total \$ _____

**Please note – equipment to be financed must have a useful life of 10 years or greater*

Employees

Number of Current Employees: Full Time _____ Part Time _____
 Estimated number of employees in two years as a result of this project: Full Time _____ Part Time _____

Affiliate Businesses List any other business owned by any principal with 20% or more ownership in operating company.

Name _____ Owner _____ % of Ownership _____
 Name _____ Owner _____ % of Ownership _____
 Name _____ Owner _____ % of Ownership _____

Existing Business Locations

Address _____ Square Feet _____ Lease payment _____ Replaced by new facility? _____
 Address _____ Square Feet _____ Lease payment _____ Replaced by new facility? _____

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*

Checklist

Business Information

	Business financial statements for last 3 years Along with A/R and A/P Aging reports
	Business tax returns for last 3 years
	Business debt schedule (form attached)
	Two years projected income statement with assumptions
	Interim financial statements within last 60 days
	Affiliated business – 2 years financials and current financial statements (if applicable)

Legal Entity Documents (as applicable)

	Sole Proprietorship – Assumed Business Name filing
	Corporation – Articles of Incorporation & Corporate By-Laws
	LLC – Articles of Organization & Operating Agreement
	Partnership – Partnership Agreement
	Franchise Agreement (if applicable)

Personal information (for each 20% owner)

	Personal tax returns for last 3 years
	Personal financial statements (form attached)
	Personal History Statements (SBA form 912 attached)
	Copy of driver's licenses

Real Estate Information

	Real Estate Purchase Agreement or Settlement Statement
	Construction cost budget and / or equipment bids
	Existing Environmental studies (or fill out form)
	Appraisal

****All financial statements must be signed and dated by the applicants – please sign front page of all financials (tax returns, interim statements, personal financial, etc.)**

Authorization to Release Information

I/We hereby authorize any financial corporations, insurance companies, investors, credit bureaus, employers, banks, etc. to release any and/or all information on my/our records and/or accounts to Big Sky Economic Development Corporation at its request.

I/We also authorize any information to be released by my/our original or photocopied signature.

I/We hereby certify that the enclosed information, including any attachments or exhibits provided here within or at a later date, is valid and correct to the best of my/our knowledge.

Applicant understands that they are requesting funding from a Public entity and their names, business names and loan amount is public information and may be released. All financial and proprietary information of the borrowers, guarantors and affiliates will be kept confidential.

Applicant Signature _____

Date: _____

Printed Name

Applicant Signature _____

Date: _____

Printed Name

Nature of Business

Please include copy of business plan

Describe the type of business you are in and when / how you became involved _____

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

Geographic market area served _____

List major competitors _____

List key customers _____

How will this loan benefit your company? _____

Personal Resume

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

Name _____ SS# _____
First Middle Last

Date of Birth _____ Place of birth _____

Home address _____ City _____ State _____ Zip _____

From _____ To _____ Home phone _____ Business phone _____

Spouse Name _____ SS# _____
First Middle Last

Date of Birth _____ Place of Birth _____

Personal Information

Are you a U.S. citizen? (If no, please provide a copy of your 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

Military Service background

Branch _____ From _____ To _____

Honorable Discharge?.....[] Yes [] No

Vietnam Veteran?[] Yes [] No

Business Debt Schedule

Furnish the following information on all installment debts, contracts, notes,
And mortgages payable. Do not include accounts payable or accrued liabilities.

Date * _____

Creditor Name/Address	Original Amount	Original Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment	Security	Current or Delinquent?
Total Present Balance **				Total Monthly Payment				

*Should be the same date as current financial statement

**Total must agree with balance shown on current financial statement