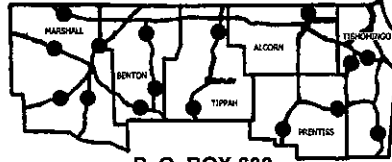


NORTHEAST MISSISSIPPI
PLANNING & DEVELOPMENT DISTRICT



P. O. BOX 600
BOONEVILLE, MS 38829

Loan Officer
NEMPDD: 662.728.6248
Fax: 662.728.2417

E-Mail:

Northeast MS Planning & Development District is an equal opportunity employer and lender.

RLF Fee Schedule

\$250 - A non-refundable application fee must be paid upon submission of the loan application.

Loan processing fees are as follows and are due at the date of loan closing.

ARC, EDA, & MSBA & IRP 1% of the loan amount

MBE 1% for loan amounts up to up to \$100,000
plus ½ % > \$100,000

MBE-Micro - \$100 for loan amounts up to \$10,000
1% of the loan amount on requests of \$10,001 - \$35,000

Attorney fees and all other fees associated with the loan closing are the responsibility of the Applicant(s), not the NEMPDD

Deadline for this application to be completed and submitted to the NEMPDD office is 3:00 p.m. on

_____ which is two weeks prior to the next RLF Committee Meeting on _____.

The RLF Committee meets in the 2nd week of every other month, beginning in January.

Loan Programs	Targeted Businesses	Maximum Loan Amount	Leverage Requirements	Terms/ Interest Rate *	Collateral Requirements	Funds can be used for:
Federal Funding Sources: ARC, EDA	Small Business to create or retain one job per \$20,000 borrowed	\$250,000	\$2.00 private investment per \$1.00 borrowed	\$250 application fee, 10 years fixed rate of interest, 1% loan processing fee at closing	1 st position on 125% collateral value with at least 75% being real estate. Personal Guarantees required	Fixed Assets, Inventory, Working Capital
Federal Funding Sources: IRP	Small Business to create or retain one job per \$20,000 borrowed	\$150,000	\$2.00 private investment per \$1.00 borrowed	\$250 application fee, 10 years fixed rate of interest, 1% loan processing fee at closing	1 st position on 125% collateral value with at least 75% being real estate. Personal Guarantees required	Fixed Assets, Inventory, Working Capital
Mississippi Small Business Assistance, MSBA	Small Business to Create or retain jobs	\$250,000	\$1.00 private investment per \$1.00 borrowed	\$250 application fee, 10 years fixed rate of interest, 1% loan processing fee at closing	1 st position on 125% collateral value with at least 75% being real estate. Personal Guarantees required	Fixed Assets, Inventory, Working Capital
State Funding Minority Business Enterprise, MBE	Minority-owned Small Business to Create or retain jobs	\$250,000	5% of total project in owner investment private funds required	\$250 application fee, fixed rate of interest, 1% loan processing fee at closing; up to 50% of loan amount; WC 7 yrs, EQ/F&F 10 yrs; Land/RE 15 yrs	1 st position on 125% collateral value with at least 75% being real estate. Personal Guarantees required	Fixed Assets, Inventory, Working Capital
State Funding Minority Business Enterprise, Micro	Minority-owned Small Business	\$35,000	5% minimum of total project in owner investment private funds required	\$100 application fee, 1% loan processing fee at closing. Fixed interest rate. Loan Size: \$15,001-\$35,000 for 7 years; \$10,001-\$15,000 for 5 years; \$5,000-\$10,000 for 4 years; \$2,000-\$5,000 for 3 years	On all assets acquired with loan proceeds. Personal guarantees required.	Fixed Assets, Inventory, Working Capital
<ul style="list-style-type: none"> • <i>interest rates subject to change without notice</i> • No more than 50% of the total project can be working capital • Can include new or existing businesses that will create or retain jobs • Borrower must be creditworthy or have creditworthy cosigner • See application package and loan conditions for specific details. 						

NEMPDD RLF APPLICATION PROCESS

1. Initial interview and/or pre-app submitted.
2. Staff reviews pre-app and if project meets NEMPDD's guidelines, an RLF application and applicable documentation is requested.
3. CPA analysis.
4. Review by RLF Review Committee/Review by RLF Committee.
5. Applicant notified in writing of NEMPDD RLF Review/RLF Committee decision.
6. Upon approval, a commitment letter is issued by NEMPDD.
7. If construction is involved, the applicant will secure a construction loan from a lending institution.
8. Upon completion of the construction and business is ready for operation, the loan is sent to the NEMPDD's attorney to begin the closing process.
9. The applicant's attorney is notified and prepares the closing documents.
10. Once all the necessary documentation is secured and approved by the district's attorney, a closing date is set.
11. Once the loan is closed, payments normally begin 30 days after closing, or the nearest first of the month, given the applicant has at least 30 days from the closing date.

The NEMPDD RLF Committees generally meet every other month, beginning in January of each year.

**NORTHEAST MISSISSIPPI PLANNING
AND DEVELOPMENT DISTRICT
REVOLVING LOAN FUND PREAPPLICATION**

Date: _____

1. Name of Business: _____
Business Address, City/St/Zip: _____
Federal Employer ID Number: _____
DUNS # (required for IRP/RDLF funds) _____
New or Existing? _____
Minority Owned? _____ Female Owned? _____
2. Contact Person: _____
Business Telephone # _____ Cell Phone # _____
Home Telephone #- _____ Email: _____
Home Address, City/State/Zip: _____
Social Security Number: _____ Date of Birth: _____
3. Project Cost:
 - a. Amount requested from NEMPDD: _____
 - b. Your investment in project: _____
 - c. Other funds: _____
Source of other funds: _____
 - d. Total Project Cost (total of a + b + c) _____Proposed use of NEMPDD funds: _____

4. Jobs:
Present number of persons employed: _____
New jobs estimated, two years after loan: _____
5. Collateral Available: _____

6. Personal Financial Statements:
List owners of 20% or more and attach their current financial statements.

Signature

Date

Please complete this preapplication and return to one of the Loan Officers: by mail, fax 728-2417 or other.

**INTERMEDIARY RELENDING PROGRAM (IRP)
GENERAL GUIDELINES, ELEGIBILITY REQUIREMENTS, AND CERTIFICATIONS**

PURPOSE: The purpose of the IRP program is to finance business facilities and community development projects in rural areas (populations of 25,000 or less). This purpose is achieved through loans made by USDA-Rural Development to intermediaries that establish programs to provide loans to ultimate recipients for business facilities and community development in a rural area.

ELIGIBLE RECIPIENT: The ultimate recipient will comply with the following criteria in order to be eligible for assistance through the IRP: (1) must be a citizen of the United States; (2) project must be located in a rural area [population of 25,000 or less], (3) will provide proof that it is unable to finance the proposed project from its own resources or through commercial credit or other Federal, State, or local programs *at reasonable rates and terms*, (4) must hold no legal or financial interest or influence in the intermediary, (5) does not have any delinquent debt outstanding with the Federal government.

ELIGIBLE LOAN PURPOSES: Financial assistance involving Rural Development IRP funds may include but are not limited to: (1) business acquisitions, (2) business construction, conversion, enlargement, repair, modernization, or development, (3) purchase and development of land, easements, right-of-ways, buildings, facilities, leases or materials, (4) purchase of equipment, leasehold improvements, machinery, or supplies, (5) pollution control and abatement, (6) transportation services, (7) start-up operating costs and working capital, (8) interest [including interest on interim financing,] during the period before the facility became income-producing, but not to exceed three years, (9) feasibility studies. (Examples of ineligible loan purposes are listed in Rural Development Instruction 4274-D, Section 4274.319)

STATUTES AND REGULATIONS: The ultimate recipient must comply with all statutes, regulations, and other credit stipulations that are required by the Rural Development Intermediary Relending Program, to include: (1) Review of the proposal under the intergovernmental review process [State and Regional Clearinghouse Comments], (2) Environmental requirements under the National Environmental Protection Act, (3) Equal Opportunity Act, Title VI of the Civil Rights Act of 1964, Rehabilitation Act of 1973, Age Discrimination Act of 1975, Title III of the Americans with Disabilities Act of 1990, Equal Credit Opportunity Act. Refer to RD Instruction 4247-D.

NONDISCRIMINATION STATEMENT: In accordance with Federal law and the U. S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication or program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights; Room 326-W, Whitten Building; 14th and Independence Avenue, SW; Washington DC 20250-9140; or call (202) 720-5964 (voice and TDD). USDA is an Equal Opportunity Provider and Employer.

EQUAL CREDIT OPPORTUNITY ACT STATEMENT: The Federal Equal Credit Opportunity Act (ECOA) prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status or age (provided the applicant has the capacity to enter into a binding contract), because all or part of the applicant's income derives from any public assistance program, or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal Agency that administers compliance with the law concerning this creditor is the Federal Trade Commission, Equal Credit Opportunity, Washington, DC 20580.

If an applicant or borrower believes he or she has been discriminated against for any other reason, that person can write the Secretary of Agriculture, Washington, DC 20250.

DISCLOSURE STATEMENT: The following information is requested by the Federal government for certain types of loans in order to monitor the lender's compliance with the Equal Credit Opportunity Act (ECOA). You are not required to furnish this information but encouraged to do so. The law provides 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 and sex on the basis of visual observance or surname. If you do not wish to furnish this information, please mark "X" here: _____

(Choose one:)

Hispanic _____

Not Hispanic _____

(Complete :)

Male _____

Female _____

(Choose one:)

American Indian/Alaskan Native _____

Asian _____

Black or African American _____

Native Hawaiian _____

White _____

(Mark of applicable :)

Disabled _____

The ultimate recipient must also collect and update this data on its employees.

SIGNATURES:

By: _____

Signature of Applicant (Ultimate Recipient)

Date: _____

By: _____

Signature of Intermediary, Northeast MS Planning & Development District

Date: _____

I. PROJECT PROPOSAL NARRATIVE

A. Briefly discuss the business at present: type of business, new or existing firm, location, background information. If the business is new, provide market research or other information supporting the project's potential for success.

B. Describe the purpose of the loan request: total cost, source and use statement for all funds, anticipated results for business.

C. Provide any other information which would help in determining eligibility of project and economic benefits to the area.

2. ORGANIZATION AND MANAGEMENT

- A. Corporation Partnership Sole Ownership

If incorporated, provide list of officers and principal stockholders.

- B. Minority Owned/Controlled? Female Owned/Controlled?

- C. Attach resumes of principal management personnel. Include employment history, length of residence at current address, and other information showing capability for successful management of project.

- D. Federal Employer Identification Number: _____

3. ATTACH FINANCIAL INFORMATION. This information is essential for project review. Contact this office or your accountant if you need assistance with these statements.

- A. Current personal financial statements from principal owners.

See Attachments

Social Security Number(s) _____

- B. Pro forma income statements and cash flow projections.

See Attachments

- C. Existing firms provide brief history and balance sheets/income statements for past three years.

See Attachments

4. PROJECT FINANCING

- A. Describe efforts to obtain financing through other sources. Attach copies of any responses received.

See Attachments

- B. Applicants must provide a share of the project cost. Provide detailed information on all other funds to be used on the project.

See Attachments

- C. State how the applicant will meet collateral requirements. (125% of loan 75% first lien on real estate, no more than 50% on equipment). If collateral is currently owned, provide legal description and/or equipment list with serial numbers. If collateral is to be purchased or constructed with project funds, describe in adequate detail to allow review.

TOTAL AVAILABLE COLLATERAL \$ _____

5. EMPLOYMENT

- A. Current _____

New jobs (within 2 years) _____

Total jobs in project _____

- B. Is project necessary to retain existing jobs? _____
If yes, how many? - _____ Why are these jobs at risk and how will project secure them?
- C. Will applicant make good faith effort to hire minorities and women in proportion to minority and female proportions of local labor force? _____
- D. Will applicant cooperate with equal employment programs carried out by the state, local governments, and the District? _____

6. PROJECT

- A. Attach a map of the project area showing location of business, lot lines, location of any construction activities, and surrounding land uses.

B. Provide information on any aspect of the project which may have an effect on the environment, such as building construction, water demand, waste water discharge volume and characteristics, air emissions, noise, and land use conversion.

C. If the project involves construction work of any kind, describe the proposed construction and indicate when the work is scheduled. The Davis-Bacon Act and federal guidelines for handicapped access apply to construction projects assisted by the RLF.

D. The following information is requested by the Federal Government for certain types of loans in order to monitor the lender's compliance with the Equal Credit Opportunity Act (ECOA). You are not required to furnish this information but are encouraged to do so. The law provides 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 and sex on the basis of visual observance or surname. If you do not wish to furnish the following information, please check the box below:

I do not wish to furnish this information.

(Check one:)

- Hispanic
- Non-Hispanic

(Check one:)

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

Gender : (Check one.)

- Female
- Male

(Mark if applicable:)

- Disabled

LOAN CONDITIONS

Businesses assisted by the Northeast Mississippi Planning and Development District Revolving Loan Fund are subject to the following federal regulations: (where applicable)

1) Federal Regulations

- a) The purpose of the RLF is to support business activities for which credit is not otherwise available on terms and conditions which would permit completion and/or the successful operation of the project in the following eligible areas: Alcorn, Benton, Marshall, Prentiss, Tippah and Tishomingo Counties, Mississippi.
- b) The **Borrower** must agree to comply with Title VI of the Civil Rights Act of 1964, as amended (42 USC 2000d - 2000d 4), the requirements imposed by or pursuant to Regulations, issued for the Department of Commerce and designated as 15 CFR Subtitle A Part 8, and any amendments thereto.
- c) The **Borrower** must agree to comply with Title III of the Americans with Disabilities Act of 1990, Public Law 101-336, which prohibits discrimination on the basis of disability by private entities in places of public accommodation.
- d) The **Borrower** must agree to comply with the provisions of Section 112 of Public Law 92-65 (42 USC 3123), the requirements imposed by or pursuant to the Regulations of the Economic Development Administration promulgated in 13 CFR Part 311 (as amended by the April 1979 EDA Civil Rights Guidelines, and any amendments thereto.
- e) The **Borrower** must also comply with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794) and the Age Discrimination Act of 1975 (42 U.S.C. Section 6101 et. Seq.) Such requirements hold that no person in the United States shall on the ground of race, color, national origin, sex, handicap or age be excluded from participation in, be denied the benefits of, or be

otherwise subjected to discrimination under any program or activity for which federal financial assistance has been extended.

- f) RLF projects are subject to environmental review under the National Environmental Policy Act of 1909, as amended, 42 USC 4321 - 4370; CFR 309.18.
- g) Any adverse impact identified in this environmental review must be mitigated. Other environmental statutes and regulations which apply include:
 - i) 42 USC 9601 - 9657;
 - ii) Federal Water Pollution Control Act, as amended, 33 USC 1251-1376;
 - iii) National Historic Preservation Act of 1966, 16 USC 470-410W6;
 - iv) Wild and Scenic Rivers Act of 1973, as amended, 42 USC 4001-4128;
 - v) Clean Air Act, as amended, 42 USC 7401-7620;
 - vi) Flood Disaster Protection Act of 1973, as amended, 42 USC 4001-4128;
 - vii) Comprehensive Environmental Response, Compensation, and Liability Act of 1980, 42 USC 9001-9687;
 - viii) Presidential Executive Order No. 11988, Floodplain Management; and
 - ix) Presidential Executive Order No. 11990, Wetlands Protection.
- h) Any adverse impact identified in this environmental review must be mitigated. Adverse impacts and required mitigation measures for this project are as follows:
 - i) The business operation assisted through this loan must be located in Alcorn, Benton, Marshall, Prentiss, Tippah or Tishomingo County, Mississippi. Loan assistance is subject to recall if the project activity is moved from the eligible area. The Economic Development Administration and the Appalachian Regional Commission are prohibited from providing funds which will have the effect of assisting an employer in moving jobs from one commuting area to another commuting area. An expansion of an existing business to a new location may be assisted if such an expansion will not cause unemployment in other areas where the business conducts

operations. **Borrower** certifies and assures that it will comply with EDA's nonrelocation regulations at 13 CFR 309.3.

- j) A hazard insurance policy and paid receipt for one year's premium showing Northeast Mississippi Planning and Development District as the mortgagee must be provided and maintained on all property used to secure this loan. Insurance coverage must include flood hazard coverage if the property is located within a designated flood hazard area.
 - k) A life insurance policy and paid receipt for one year's premium showing Northeast Mississippi Planning and Development District as collateral assignee or beneficiary must be provided and maintained on all principals owning 20% or more throughout the life of all loans over \$35,000.
 - l) Any construction financed with RLF assistance must be accessible to the handicapped as specified in the Architectural Barriers Act of 1954, as amended, 42 USC 4151-4157; 13 CFR 309.14, and must meet the requirements of the Davis-Bacon Act, as amended (40 USC 276a-276a.5).
- 2) The **Borrower** must certify that no one who owns an interest in the entity to be assisted with loan funds is related by blood, marriage, domestic partner, significant other, distant relative that lives in the same household as the Borrower, law or business arrangement to any officer, director, or employee of Northeast Mississippi Planning and Development District.
 - 3) The **Borrower** must be credit worthy and demonstrate the ability to repay the loan, must be in compliance with all state and federal regulatory agencies, and must not be in default on any previous debt or obligation with the state or federal government.
 - 4) The **Borrower** must provide annual operation statements for the business within 30 days of the end of **Borrower's** fiscal year, to respond semiannually to the District's request for information on total number of employees, and to cooperate with District activities to monitor compliance with the requirements and regulations in this agreement.

- 5) The **Borrower** must provide Lender with all necessary proof of business organization (i.e. Articles of Incorporation, Limited Partnership Agreement, Partnership Agreement, etc.)
- 6) The **Borrower** must provide Lender with all necessary corporate resolutions required at loan closing as well as an attorney's opinion letter certifying to the validity of the corporate acts. In addition, the Lender will be provided, at **Borrower's** expense, an Attorney's Certificate of Title on any real property taken as collateral and a ten (10) year lien search on any personal property or equipment taken as collateral.
- 7) The **Borrower** must provide to Lender an Owner's and/or Contractor's Affidavit.
- 8) The **Borrower** shall execute all required loan closing documents including, but not limited to, Deeds of Trust, Promissory Notes, Security Agreements, UCC-1 Financing Statements, Personal Guaranties, and any and all other documents required by Northeast Mississippi Planning and Development District to properly secure their indebtedness.
- 9) The **Borrower** acknowledges and understands that Northeast Mississippi Planning and Development District will obtain credit reports and may provide this information to the required agencies as part of the loan application.

I hereby certify that I have read the foregoing loan conditions and understand that compliance with all terms will be required if this application is approved.

Applicant's Signature _____

Date _____

Co-Applicant Signature _____

Date _____

Credit Application

By: _____

Inquiry #: _____

The Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of sex or marital status. The federal agency which administers compliance with this law is the Federal Trade Commission.

Applicant(s)			
Last Name	First	Middle	Suffix
SS -Number	DOB	Home Phone:	Cell Phone:
Spouse Last Name	Spouse First Name	Spouse Middle	
Spouse SS Number	DOB	Home Phone:	Cell Phone:
Current Address			
Address			
City	ST	Zip	
Former Address			
Address			
City	ST	Zip	
Subject Property			
House Number	Street Name	Type	
City	ST	Zip	
Employment Information			
Applicant's Employer		Occupation	
City	State and Zip		
<i>I have read this application and certify that the above statements are true and complete to the best of my knowledge. I hereby authorize the Northeast MS Planning & Development District to check my credit references, verify my employment, and provide credit information arising from this transaction to others who are legally entitled to receive it. I further hereby authorize NEMPDD to report my credit activity to the credit bureau and understand that by executing this application, I am so authorizing the release of that information by NEMPDD.</i>			
Applicant's Signature		Spouse's Signature	
Date		Date	



PERSONAL FINANCIAL STATEMENT

U.S. SMALL BUSINESS ADMINISTRATION

As of _____, _____

Complete this form for: (1) each proprietor, or (2) each limited partner who owns 20% or more interest and each general partner, or (3) each stockholder owning 20% or more of voting stock, or (4) any person or entity providing a guaranty on the loan.

Name	Business Phone
Residence Address	Residence Phone
City, State, & Zip Code	
Business Name of Applicant/Borrower	

ASSETS	(Omit Cents)	LIABILITIES	(Omit Cents)
Cash on hand & in Banks	\$	Accounts Payable	\$
Savings Accounts	\$	Notes Payable to Banks and Others	\$
IRA or Other Retirement Account	\$	(Describe in Section 2)	
Accounts & Notes Receivable	\$	Installment Account (Auto)	\$
Life Insurance-Cash Surrender Value Only	\$	Mo. Payments \$	
(Complete Section 8)		Installment Account (Other)	\$
Stocks and Bonds	\$	Mo. Payments \$	
(Describe in Section 3)		Loan on Life Insurance	\$
Real Estate	\$	Mortgages on Real Estate	\$
(Describe in Section 4)		(Describe in Section 4)	
Automobile-Present Value	\$	Unpaid Taxes	\$
Other Personal Property	\$	(Describe in Section 6)	
(Describe in Section 5)		Other Liabilities	\$
Other Assets	\$	(Describe in Section 7)	
(Describe in Section 5)		Total Liabilities	\$
Total	\$	Net Worth	\$
		Total	\$

Section 1. Source of Income	Contingent Liabilities
Salary	As Endorser or Co-Maker
Net Investment Income	Legal Claims & Judgments
Real Estate Income	Provision for Federal Income Tax
Other Income (Describe below)*	Other Special Debt

Description of Other Income in Section 1:

*Alimony or child support payments need not be disclosed in "Other Income" unless it is desired to have such payments counted toward total income.

Section 2. Notes Payable to Banks and Others: (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed.)

Name and Address of Noteholder(s)	Original Balance	Current Balance	Payment Amount	Frequency (monthly, etc.)	How Secured or Endorsed Type of Collateral

Section 3. Stocks and Bonds. (Use attachments if necessary. Each attachment must be identified as a part of this statement and signed).					
Number of Shares	Name of Securities	Cost	Market Value Quotation/Exchange	Date of Quotation/Exchange	Total Value

Section 4. Real Estate Owned. (List each parcel separately. Use attachment if necessary. Each attachment must be identified as a part of this statement and signed.)			
	Property A	Property B	Property C
Type of Property			
Address			
Date Purchased			
Original Cost			
Present Market Value			
Name & Address of Mortgage Holder			
Mortgage Account Number			
Mortgage Balance			
Amount of Payment per Month/Year			
Status of Mortgage			

Section 5. Other Personal Property and Other Assets. (Describe, and if any is pledged as security, state name and address of lien holder, amount of lien, terms of payment and if delinquent, describe delinquency).

Section 6. Unpaid Taxes. (Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches.)

Section 7. Other Liabilities. (Describe in detail.)

Section 8. Life Insurance Held. (Give face amount and cash surrender value of policies - name of insurance company and beneficiaries)

I authorize SBA/Lender to make inquiries as necessary to verify the accuracy of the statements made and to determine my creditworthiness. I certify the above and the statements contained in the attachments are true and accurate as of the stated date(s). These statements are made for the purpose of either obtaining a loan or guaranteeing a loan. I understand FALSE statements may result in forfeiture of benefits and possible prosecution by the U.S. Attorney General (Reference 18 U.S.C. 1001).

Signature: _____ Date: _____ Social Security Number: _____

Signature: _____ Date: _____ Social Security Number: _____

PLEASE NOTE: The estimated average burden hours for the completion of this form is 1.5 hours per response. If you have questions or comments concerning this estimate or any other aspect of this information, please contact Chief, Administrative Branch, U.S. Small Business Administration, Washington, D.C. 20416, and Clearance Officer, Paper Reduction Project (3245-0188), Office of Management and Budget, Washington, D.C. 20503. PLEASE DO NOT SEND FORMS TO OMB.

LOAN APPLICATION CHECKLIST

As an essential part of the application process, applicants must provide the information listed below. Use this checklist as a guide in preparing to make application for a loan. Other information may be required on a specific project basis. If you need assistance in preparing this information, ask your Qualified Entity about the nearest Small Business Development Center (SBDC). The SBDC may be able to assist you in preparing these necessary forms. *

- _____ Business plan or company history (If the applicant is a new business, provide a detailed description of the proposed business. If the applicant is an existing business, provide a history of the business and the basis for the expansion)
- _____ Company financial statements for the previous two years including balance sheets, income statements, or federal tax returns.
- _____ If the applicant is a new business, must provide two year's projected balance sheets, income statements and cash flow statements.
- _____ Current personal financial statement of each principal with 20% or more ownership of the business. Joint personal financial statements are required, when applicable.
- _____ Resume of principals and key management personnel.
- _____ Breakdown of costs associated with the purchase of land, buildings, machinery, equipment, furniture, fixtures, inventory and renovations.
- _____ Description of owner equity in the project.
- _____ Description of collateral offered.
- _____ Current credit report of each owner or guarantor. (*To be obtained by the Qualified Entity*)
- _____ If a bank is providing any financing for the project, a commitment letter from the bank is required. If a bank is not participating, a letter of denial from the bank is required.
- _____ Legible photocopy of Current Driver's License or other photo ID of all principals with 20% or more ownership
- _____ Other, as requested.

* Mississippi Small Business Development Centers are located throughout the state. Check their website at <http://www.mssbdc.org/> for the location nearest you or call 1-800-725-7232 (Mississippi toll free only) for more information.

Northeast Mississippi Planning & Development District is an equal opportunity employer and lender.