

APPLICATION INSTRUCTIONS

The information required for this application is necessary for proper evaluation and is similar to that required by most lending agencies. The Executive Committee of the Crater Planning District Commission must make their decision based on this information after it has been processed by staff members and reviewed by a Loan Review Committee made up of bankers in the district. If additional space is required for completion of the information requested, or if the applicant desires to submit additional data, supplemental attachments should be prepared. Do not condense the information furnished at the expense of providing a clear understanding of the project.

A completed application should contain the following material:

1. CPDC Loan Application — If a business plan has been completed, provide a copy and reference the appropriate sections in the application.
2. Personal Resume Form – A separate form must be submitted for each officer, owner, and key employees.
3. Personal Financial Statements from each owner, shareholder, partner or member. The information must not be over 60 days old at time of submission. Provide copies of personal federal income tax returns for the past three years.
4. Existing Business – Provide financial statements and income tax returns for the previous three years of operations. Provide interim financial statement no older than 60 days at the date of submittal with aging reports for payables and receivables, and provide projections for the next two fiscal years to include a description of assumptions.
5. New Business - Provide a pro forma balance sheet; projected, annualized income statement for two years of operations or three months beyond breakeven (whichever is longer); and projected monthly cash flow statements for the same period. Provide a description of assumptions for all three components.
6. If proceeds from financing are to be used to purchase an existing facility, an appraisal which is usually ordered by the participating bank must be submitted to determine present value of land and building. If proceeds are to be used to construct a new or renovate an existing facility, the appraisal must be submitted with an opinion of value on an as completed basis.
7. If proceeds are to be used to purchase new equipment, we will need quotes or purchase agreements for the items being purchased. If proceeds are to be used to purchase used equipment, we will need to obtain an appraisal for the items to be purchased or used as collateral for the loan.

8. Provide copies of existing or proposed leases and/or purchase agreement.
9. For new construction or renovations, copies of preliminary plans, specifications, and construction cost estimates.
10. Environmental Analysis, if applicable. The participating lender orders this document as well.
11. Provide a letter of commitment from participating lender stating terms, conditions, and reasons why it will not finance entire project.
12. Provide a copy of the Articles of Incorporation and By-Laws, Articles of Organization and Operating Agreement, and/or partnership agreement.
13. If any of the owners, shareholders, or members have affiliated or subsidiary businesses, provide the last three fiscal year-end financial statements and tax returns, and current financial statement (no older than 60 days from submittal) for each.
14. If the borrower and/or owners, shareholders, or members have used government financing programs corporately or individually, provide the name of the agency, origination date and amount, current balance, status of loan, and collateral securing the loan.
15. If the applicant is applying for the Crater PDC Revolving Loan Fund (RLF) Program, a \$200 non-refundable application fee is to be submitted with the completed loan application.

NOTE: In addition to the loan application fee or deposit described above, the applicant is responsible for payment of all legal costs incurred by CDC for processing and closing the applicant loan request.