



Return application to: Appleton City Offices
323 West Schlieman Avenue, Appleton, MN 56208
320.289.1363

Application Checklist

Please include the following with a signed and dated application:

Business Plan - This is a listing of material that must be included in your business plan: (You may use your own format.)

- History of Business
- Description of Products and Process

Financial Projections

- One year of financial projections and pro-forma financial statements

Collateral and Supporting Cost Documents

- Description of collateral offered. Value must be determined through either:

Tax Returns and Financial Reports

- Last year business income tax statements
- Financial statement/ balance sheet
- Schedule of all business debts, if an existing organization
- Last two years personal income tax statements (20% or greater ownership)
- Current personal financial statement (20% or greater ownership)
- Copy of a credit report with score within last 90 days of application date.

FEE NOTICES

Application Fee – \$100

- Payable with application submission

Fees payable at closing. (Only if applicable)

- Filing fees for UCC's, mortgages, etc.
- Attorney fees for closing documents typically range between

Fees payable at loan payoff.

- Borrower will be responsible for fees related to the release of collateral required by filing agencies securing collateral.
- Upon 30-day notice of your final payment on the loan, the cost of releasing collateral will be included in your final invoice (e.g. Current MN Secretary of State fee for releasing a UCC = \$20)

I certify I have read the CITY loan application and that all statements made in this application are an accurate representation of my financial condition on this date and are made for the purpose of obtaining the loan indicated.

AUTHORIZED SIGNATURE

DATE



REVOLVING LOAN FUND APPLICATION

Basic Information

Applicant/Business Name: _____

Address: _____ **Phone:** _____

City: _____ **State:** _____ **Zip:** _____

Contact Person: _____ **Email:** _____

Type of Business: Sole Proprietorship Corporation Partnership
 Other (specify)

Federal EIN:

Tax ID:

DUNS Number:

NAICS Code:

Officers of Corporation or other entity:

President:

Vice President:

Treasurer:

Secretary:

Major Principals/Partners/Proprietors (Provide for each owning 30% or more of the business. If additional space is needed, please attach to this application.)

Name:

Address:

City, State, Zip:

Telephone:

% Ownership:

Please include current personal financial statement, signed and dated, and two most recent personal Federal income tax returns for each majority owner.

Brief description of the business the applicant is engaged in:

Project Description

Amount of Loan Requested: \$

Total Cost of Project: \$

Describe project for which applicant is seeking funding:

Specify what financing gap exists (i.e. inadequate bank financing) and explain why it causes a need to apply for this loan:

Project Financing Summary

Use of Funds

	Bank	Equity	Appleton RLF	Other	Other	Other	TOTAL
Real Estate							
Modernization / Repairs							
New Construction							
Machinery & Equip							
Working Capital							
Inventory							
Other							
TOTAL							

Supporting Cost Documents (please attach)

The costs of the project must be supported by firm construction bids, purchase options or contracts for the purchase of property.

Primary Lender: _____ Contact: _____ Phone: _____

Gap Financing Agency: _____ Contact: _____ Phone: _____
(if applicable)

Source of Funds and Proposed Financing Terms

	Bank	Equity	Appleton RLF	Other	Other	Other	TOTAL
Amount	\$	\$	\$	\$	\$	\$	\$
% of Project	%	%	%	%	%	%	100%
Term (years)	yrs	yrs	yrs	yrs	yrs	yrs	
Interest Rate	%	%	%	%	%	%	
Monthly Debt Service	\$	\$	\$	\$	\$	\$	\$
Collateral Offered							
Asset							
Value of Asset	\$	\$	\$	\$	\$	\$	\$
Lien Position							
Asset							
Value of Asset	\$	\$	\$	\$	\$	\$	\$
Lien Position							

Employment Summary

Please indicate the company representative who should be contacted to follow up on the employment information.

Name: _____ Title: _____ Phone: _____

Proposed Employment Information (If additional space is needed, please attach to this application.)

Provide the following information on the jobs you expect to create and/or retain due in part to the loan from the Upper Minnesota Valley RLF. Created jobs are new jobs projected within **two years** of project completion. Retained jobs are those that would be lost without this project financing.

Job Title				
Number of Jobs Created				
Number of Jobs Retained				
Hourly Wage / Salary				
Permanent or Temporary	Perm or Temp	Perm or Temp	Perm or Temp	Perm or Temp
Full Time or Part Time	FT or PT	FT or PT	FT or PT	FT or PT

Application Certification

I certify that I have read the application checklist and that all statements made in this application and in supporting documents are an accurate representation of my business and financial condition on this date and have been made for the purpose of obtaining the loan indicated. Verification and re-verification of any information contained in this application may be made at any time by the Upper Minnesota Valley Regional Development Commission (UMVRDC) Revolving Loan Fund (RLF), its agents, successors and assigns, either directly or through a credit reporting agency or another source named in this application at any time while checking the creditworthiness of this loan, or if approved, at any time while said loan has an outstanding balance due.

Authorized Signature

Date

Authorized Signature

Date

STATEMENT OF UNDERSTANDING

This understanding begins the day my application is submitted to the CITY and must be signed and included with the application packet. No application will be reviewed without a signed copy of this understanding. By signing this statement I understand the following:

- In order for the Loan Committee to review my loan application I must attend the Loan Advisory Board meeting.
- My application will not be funded unless all other funding sources identified in the application agree to fund the project. If these sources cannot be secured, the CITY has the right to review the project again making their previous decision null and void.
- If the CITY agrees to fund my project and it takes more than three months to close the loan, due to my own delay or others, I must at the Loan Committee's request resubmit the application. The previous decision of the CITY will become void if the applicant is required to resubmit.
- The City of Appleton is an equal opportunity lender and employer.

APPLICANT SIGNATURE

DATE

DATA PRIVACY DISCLOSURE

The data which you supply to the CITY Revolving Loan Fund will be used to access your firm’s qualifications for a business loan. We will not be able to process your financial application without it. There is a possibility this data might constitute a public record if and when a loan is approved, and at that time the data may be examined by anyone.

I have read the above statement and I agree to supply the data to the CITY Revolving Loan Fund Loan Advisory Board with full knowledge of the information provided in that statement.

APPLICANT SIGNATURE

DATE