

**Prairie Hills Resource Conservation and Development, Inc.**

***Business Loan Application***

\_\_\_\_\_ New Client                      \_\_\_\_\_ Existing client                      Date: \_\_\_\_\_

Amount Requested: \_\_\_\_\_                      Date Needed by: \_\_\_\_\_

**BUSINESS INFORMATION**

Legal Name and D/B/A: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Tax I.D. \_\_\_\_\_

Principal Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_ LLC \_\_\_\_\_

Sub Chapter S \_\_\_\_\_ Non-Profit \_\_\_\_\_ Individual \_\_\_\_\_

**Job Creation and/or Retention Specifics**

Will your business result in: (Check all that apply)

\_\_\_\_\_ Job Creation      How Many \_\_\_\_\_                      \_\_\_\_\_ Job Retention      How Many \_\_\_\_\_

**Ownership Distribution:** (stockholders, partners, owners)      **Note: Attach separate sheet if additional space needed**

Name \_\_\_\_\_ Title \_\_\_\_\_ # of year's \_\_\_\_\_ % \_\_\_\_\_ SS# \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ # of year's \_\_\_\_\_ % \_\_\_\_\_ SS# \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ # of year's \_\_\_\_\_ % \_\_\_\_\_ SS# \_\_\_\_\_

Nature of Business: \_\_\_\_\_ Year Established \_\_\_\_\_ Number of Employees \_\_\_\_\_

Years at present location: \_\_\_\_\_  Own       Lease

Accountant: \_\_\_\_\_ Telephone: \_\_\_\_\_

Insurance Agent: \_\_\_\_\_ Telephone: \_\_\_\_\_

Attorney: \_\_\_\_\_ Telephone: \_\_\_\_\_



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( ) **Guarantors** \*\* (Please list)

Name: \_\_\_\_\_ SS # \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ SS # \_\_\_\_\_

Address: \_\_\_\_\_

Name: \_\_\_\_\_ SS# \_\_\_\_\_

Address: \_\_\_\_\_

\*\* **Guarantors:** For incorporated borrowers, guarantors of the owner(s) are usually required, unless secured by Bank deposits or marketable collateral. If personal assets are in joint names, a LLC, a sole proprietorship, and/or partnership, the lender may require all parties to pledge collateral.

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**MISCELLANEOUS INFORMATION**

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Are tax liabilities current? ( ) yes ( ) no Settled through \_\_\_\_\_

Is the business an endorser, guarantor, or co-maker for any obligation not listed in the financial statements?

( ) yes ( ) no

If yes, what is the contingent liability? \_\_\_\_\_

Has the business or principal owner ever declared bankruptcy? ( ) yes ( ) no

If yes, provide details on a separate sheet.

Is the business or an owner a defendant in any lawsuit? ( ) yes ( ) no

If yes, provide details on a separate sheet.

Are any of the business assets encumbered by liens or attachments of any type? ( ) yes ( ) no

What \_\_\_\_\_ By Whom \_\_\_\_\_ Amount \$ \_\_\_\_\_

What \_\_\_\_\_ By Whom \_\_\_\_\_ Amount \$ \_\_\_\_\_

What \_\_\_\_\_ By Whom \_\_\_\_\_ Amount \$ \_\_\_\_\_

**CREDIT BUREAU REPORTING SERVICES:**

Web page and number for credit reporting companies:

**Trans Union Corporation: 1-800-916-8800 [www.tuc.com](http://www.tuc.com)**

**Experian: 1-888-experian [www.experian.com](http://www.experian.com)**

**Equifax: 1-800-685-1111 [www.equifax.com](http://www.equifax.com)**

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**CERTIFICATION**

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The undersigned certifies that, all information contained in this loan application and in the accompanying statements and documents is true, accurate and complete. The undersigned agrees to notify the Lender immediately of any material changes in this information. It is further agreed that, whether or not the loan herein applied for is approved, the undersigned will pay or reimburse the Lender for the costs, if any, of surveys, title examinations, appraisals, or other due diligence examinations, performed with the consent of the applicant. The undersigned authorizes the Lender and its affiliates to contact bank and trade creditors or anyone it deems necessary in the completion of its investigation of your loan request without further notice, including, but not limited to, Dunn & Bradstreet reports or information from a credit reporting agency or agencies. I [we] certify that financing from our own or commercial credit resources cannot be obtained at reasonable rates and/or terms.

Business Name (print): \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Title: \_\_\_\_\_

Guarantor(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guarantor(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The following information is requested by the Federal Government in order to monitor compliance with Federal Laws prohibiting discrimination against applicants seeking to participate in this program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race/national origin of individual applicants on the basis of visual observation or surname.

\_\_\_\_\_ I do not wish to furnish this information

Ethnicity:

\_\_\_\_\_ Hispanic or Latino

\_\_\_\_\_ Not Hispanic or Latino

Race: (Mark one or more)

\_\_\_\_\_ White

\_\_\_\_\_ Black or African American

\_\_\_\_\_ American Indian/Alaska Native

\_\_\_\_\_ Asian

\_\_\_\_\_ Native Hawaiian or Other Pacific Islander

Gender:

\_\_\_\_\_ Male

\_\_\_\_\_ Female

This is an Equal Opportunity Program. Discrimination is prohibited by Federal law. Complaints of discrimination may be filed with the USDA, Director, Office of Civil Rights, Washington DC 20250-9410

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## BUSINESS LOAN APPLICATION CHECKLIST

Please be sure all of the following documentation has been included in order for your business loan application to be processed.

- Business Loan Application (complete)
- Business financial statements (P&L, Balance Sheet) for last three fiscal years. Preferably audited and prepared by CPA, include YTD internal statements. **(For existing businesses only)**
- Business Federal Tax Returns for past three fiscal years.
- Information and explanation of any tax liens, judgments, litigation, or other legal or civil actions both current and in the past three years.
- Personal Financial Statement for each (> 25%) shareholder/owner/partner
- Most Recent Federal Tax Returns for each principal owner
- Organizational Papers (Articles, Partnership agreements, D/B/A papers, etc.)
- Credit Report for each (>25%) shareholder/owner/partner
- A Business Plan describing the company and its principals, detailed information on goods or services to be financed, and 24 months of income and expense projections with two additional years.
- Copies of all business licenses
- Current Accounts Receivable aging for the last 12 months (preferably monthly) for existing businesses.
- Other: \_\_\_\_\_

Please note the following items may necessary at time of loan closing:

- Authorization for ACH Debits (You may do this through your own bank in which a copy will be needed or fill out our ACH form which is attached)
- A Life Insurance Policy for the amount of funds borrowed with Prairie Hills RC&D listed as the beneficiary.
- Additional Insurance on mortgages, equipment etc. listing Prairie Hills RC&D as Loss Payee

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**SOURCES AND USE OF FUNDS**  
LIST THE SOURCE OF FUNDS AND HOW IT WILL BE USED

	Owner Equity	+ Bank	+ Prairie Hills	+	+	= TOTAL
Rate (%)						
Term (years)						
Land						
Building						
Machinery/Equipment						
Inventory						
Working Capital						
Other (identify)						
TOTAL						