

**APPLICATION FORMAT
SOUTHEAST MISSOURI REGIONAL PLANNING AND
ECONOMICAL DEVELOPMENT COMMISSION
REVOLVING LOAN FUND PROGRAM**

SECTION 1

Loan Application.

SECTION 2

Information on business to be assisted-past three (3) years balance sheets and profit and loss statements (P&L); proforma balance sheets with three (3) year-end projections including the first 12-month cashflow projections.

SECTION 3

Resumes on key management personnel.

SECTION 4

Discussion on market capabilities of product.

SECTION 5

Discussion on project impact.

SECTION 6

Information on participating financial institutions, including proposed financing schedule or proposed loan schedule and amount.

SECTION 7

Deposit of 1/2% of RLF Loan Request, remaining 1/2% due at closing. Payable to: SEMO Regional Planning Commission RLF account.

Date Submitted _____ Amount Requested _____

**SEMO REGIONAL PLANNING & ECONOMIC DEVELOPMENT
COMMISSION LOAN APPLICATION**
P. O. Box 366, Perryville, MO 63775

Proposed Borrower: _____

Company: _____ Contact: _____

Employer I.D. #: _____

Position: _____ Phone: _____

Address: _____
Street/City/State/Zip

Signature of Applicant/Borrower

Date Signed

Signature of Co-Applicant/Borrower

Date Signed

Type of Business Organization: _____ SIC CODE # _____
Corporation __, Partnership __, or Sole Proprietorship __, S - Corporation __.

Is the proposed project owner a subsidiary affiliated directly with any other organization? If so, indicate relationship and name of related organization:

If a corporation, indicate state in which incorporated: _____.

Year present owners established or assumed ownership of business: _____.

Officers Name and Home Address

Other Principal Business Affiliation

President _____

Vice President _____

Secretary _____

Treasurer _____

Directors _____

A borrower is eligible for RLF financing only when credit is not otherwise available on terms and conditions which would permit completion and/or the successful operation or accomplishment of the project activities to be financed. Proof must be provided that credit is not elsewhere available. Documentation may include bank rejection letters, or other documentation, as appropriate. The lender reserves the right to call the RLF Loan if this requirement is not met.

PRINCIPAL STOCKHOLDERS

(Indicate percentage of holding or if company is publicly held.)

Name	%	Address	Social Security No.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Name of local plant official where machinery and equipment is to be located.

Telephone_____

If application is approved by the Board, name, business address and phone number of officer to whom all notices and communications concerning the project should be sent:

Telephone_____

Name of legal counsel to company and phone number:

Telephone_____

Name and address of principal bank(s) of account:

Telephone_____

Indicate present legal owner of project site. If presently owned by the application, indicate date of purchase, reason for purchase of the site, and current use of the site.

1. Is there an existing building on the site:
2. Does the project consist of construction of an addition to an existing plant on the site?
3. Does the project consist of construction of a new building on the site?
4. With respect to 2 and 3 above, has the construction of the project commenced, and if so, discuss in detail the extent of such commencement and the approximate date of completion.
5. Is there a relationship legally or by virtue of common control between either the proposed project occupant or proposed project owner and seller if not currently owned? If so, attach particulars.

Please list all contracts, notes and mortgages payable and reconcile with figures on Balance Sheet. Do not include Trade Accounts Payable below, only notes and contracts which constitute fixed obligations of the business should be itemized.

TO WHOM PAYABLE	ORIGINAL AMOUNT	ORIGINAL DATE	PRESENT BALANCE	RATE OF INTEREST	MATURITY DATE	MONTHLY PAYMENT	STATUS	COLLATERAL SECURITY LOAN

TOTALS \$ _____ \$

COMMENTS: (Notes to be renewed, rewritten, extended, stand-by, etc.)

AGING OF ACCOUNTS RECEIVABLE AND ACCOUNTS PAYABLE

<u>Aging</u>	<u>Accounts Receivable</u>	<u>Accounts Payable</u>
Under 30 days	_____	_____
30 to 59 days	_____	_____
60 to 89 days	_____	_____
90 to 119 days	_____	_____
120 days and over	_____	_____
Uncollectible	_____	_____
TOTALS	_____	_____

NOTE: Accounts receivable totals and accounts payable totals must reconcile with current Balance sheet submitted with application.

(Signature)

(Date)

Total Project Cost - State all costs reasonable and necessary to the acquisition of the site and construction of the proposed project, together with any machinery and equipment necessary or convenient to connection therewith, and including any utilities, access roads or appurtenant facilities.

<u>Description of Costs</u>	<u>TO BE BORROWED</u>	<u>CASH EQUITY</u>
Land (Number of Acres/sq. ft. _____)	\$ _____	\$ _____
Building, construction and/or renovation	\$ _____	\$ _____
Machinery and Equipment	\$ _____	\$ _____
Leasehold Improvements	\$ _____	\$ _____
Utility or Appurtenant Facilities	\$ _____	\$ _____
Furniture and Fixtures	\$ _____	\$ _____
Engineering Fees	\$ _____	\$ _____
Legal Fees	\$ _____	\$ _____
Financial Charges	\$ _____	\$ _____
Working Capital and Misc. Costs	\$ _____	\$ _____
(Specify on attached page)		
SUBTOTAL	\$ _____	\$ _____
TOTAL	\$ _____	\$ _____
	\$	

PROPOSED SOURCE OF FUNDS
(Include equity injection and lender fees, if any)

LENDER	TERM	INTEREST RATE	AMOUNT	ANNUAL D/S	USE OF FUNDS	COLLATERAL
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
<u>TOTAL</u>						

SUMMARY OF EXISTING COLLATERAL AVAILABLE FOR PROPOSED LOAN

	Present Market Value	Present Mortgage Balance	Cost Less Depreciation
A. Land & Bldg.	\$	\$	\$
B. Machinery & Equip.	\$	\$	\$
C. Furniture & Fixtures	\$	\$	\$
D. Accounts Receivable	\$	\$	\$
E. Inventory	\$	\$	\$
F. Other	\$	\$	\$
Total Collateral	\$	\$	\$

SUMMARY OF COLLATERAL TO BE ACQUIRED FOR THIS PROJECT

	<u>Total Cost</u>	<u>Lien Holder & Position</u>
A. Land & Building	\$ _____	_____
B. Machinery & Equip.	\$ _____	_____
C. Furniture & Fixtures	\$ _____	_____
D. Accounts Receivable	\$ _____	_____
E. Inventory	\$ _____	_____
F. Other	\$ _____	_____
 Total Collateral	 \$ _____	

If collateral to be acquired consists of machinery and/or equipment, appraisals must be attached if used and signed vendor quotes must be attached if new. If construction of a facility is involved estimated costs signed by a contractor or appraised value of new construction from blueprints must be attached.

If machinery and/or equipment is involved, attach a brief description with an itemized listing of cost.

Cost of installation, moving and transportation. \$

Place, including address, and manner of installation.

At location to be financed:

Present Annual Payroll (MO) \$ _____ Expected 1st Year End \$ _____
 Expected 2nd Year End \$ _____

Present Number of Employees _____ Expected 1st Year End \$ _____
 Expected 2nd Year End \$ _____

At other Missouri Locations:

Present Annual Payroll (MO) \$ _____ Expected 1st Year End \$ _____
 Expected 2nd Year End \$ _____

Present Number of Employees _____ Expected 1st Year End \$ _____
 Expected 2nd Year End \$ _____

If the proposed project results in the closing of facilities at other U.S. sites or the reduction of employees at such facilities, please indicate (on an attached sheet) the reasons for such closing or for such reduction set forth facts upon which the Board may determine that the necessity of assisting in the financing of the project will be in the public interest, now withstanding the closing or reduction of employees at these sites.

Following are several questions concerning the history and nature of the business and the rationale for the proposed project. The applicant is not obligated to answer each question and at the same time should not feel limited to only these questions:

Has there been any expansion or change of ownership?

What has been the reason for the company's growth?

Has there been any change in the company activities, new products, etc?

What advantages does your company/products have over your competitors and how does your volume compare to theirs?

Who are your major suppliers?

Who are your major customers?

How many customers do you service?

What percentage of business is done with your five largest customers?

Is your product seasonal?

What are your industry's trends?

If expanding to a new location, why did the company choose their particular site?

Explain what data the company used to determine the increase in customers, revenues and projects, as presented in the pro forma operating statements and cash flow projection.

What are the trends in employment in the area in which the company is moving (starting or expanding)?

Is the economic base of the surrounding area large enough to support the company's move (start-up or expansion)?

Has the effect of the existing competition been carefully evaluated?

Have other population characteristics of the market (including family size, age trends, median income, educational levels) been evaluated?

**SOUTHEAST MISSOURI REGIONAL PLANNING AND
ECONOMIC DEVELOPMENT COMMISSION
Revolving Loan Fund Application -
Supplemental Information Checklist**

Have	Need	N/A	
_____	_____	_____	1. Brief history and description of your business, attach product description and product literature. If start up operation, include business plan.
_____	_____	_____	2. Resumes on company principals. Plus descriptions.
_____	_____	_____	3. Brief description of the project and discussion of the benefits of RLF financing to your company.
_____	_____	_____	4. Current Business Financial Statements - Less than 60 days old.
_____	_____	_____	a) Balance Sheet
_____	_____	_____	b) Income Statement
_____	_____	_____	c) Cash Flow Statement
_____	_____	_____	5. Current Agings of A/R, A/P, and Taxes Payable (Must balance to #4).
_____	_____	_____	6. Current Business Debt Detailed (Must balanced to #4 & #5).
_____	_____	_____	7. Year end business financial statements - three years.
_____	_____	_____	8. Business Tax returns - three years (include all documents).
_____	_____	_____	9. Reconciliation of business net worth for last three years through current statement (Must reconcile to #4 & #7).
_____	_____	_____	10. a) Monthly projection for 1st year, including Balance Sheet, Income Statement and Cash Flow.
_____	_____	_____	b) Year end projections for years 2 & 3, including Balance Sheet, Income Statement and Cash Flow.
_____	_____	_____	11. Detailed narrative of assumptions used to develop #10.
_____	_____	_____	12. Schedule of other debt financing planned for next 12 months.
_____	_____	_____	13. Personal financial statements on each owner, partner, officer or 20% voting stockholder (as of same date as #4).
_____	_____	_____	14. Personal Tax returns - three years (include all documents).
_____	_____	_____	15. Credit bureau reports:
_____	_____	_____	a) personal
_____	_____	_____	b) business
_____	_____	_____	16. Affiliate companies (two years plus current financials).
_____	_____	_____	17. Partnership agreement, if applicable.
_____	_____	_____	18. Keyman insurance.
_____	_____	_____	19. Franchise agreement and FTC disclosure statement of franchiser, if applicable.
_____	_____	_____	20. Identification and documentation of your equity injection into the project and its source.

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|-------|-------|-------|-----|--|
| _____ | _____ | _____ | 21. | Listing of the collateral offered for this financing. |
| _____ | _____ | _____ | 22. | Copies of purchase contracts and purchase orders. |
| _____ | _____ | _____ | 23. | Appraisals, if applicable: |
| _____ | _____ | _____ | | a) land/building |
| _____ | _____ | _____ | | b) equipment |
| _____ | _____ | _____ | 24. | Cost documentation: construction, machinery, equipment, etc. |
| _____ | _____ | _____ | 25. | Environmental protection report, if applicable. |
| _____ | _____ | _____ | 26. | Purchase of business: |
| _____ | _____ | _____ | | a) letter describing reason for sale |
| _____ | _____ | _____ | | b) copy of proposed buy-sell agreement |
| _____ | _____ | _____ | | c) independent appraisal(s) of assets included in sale |
| _____ | _____ | _____ | | d) federal tax returns on business. |
| _____ | _____ | _____ | 27. | Corporate information: |
| _____ | _____ | _____ | | a) Articles of Incorporation |
| _____ | _____ | _____ | | b) Corporate By-laws |
| _____ | _____ | _____ | | c) Certificate of Good Standing from Secretary of State. |
| _____ | _____ | _____ | 28. | Assumed name certificate (Trade name affidavit). |
| _____ | _____ | _____ | 29. | Economic life statement- machinery and equipment. |
| _____ | _____ | _____ | 30. | Copy of lease or proposed lease terms. |
| _____ | _____ | _____ | 31. | Summary of collateral. |
| _____ | _____ | _____ | 32. | Construction proceeds of \$10M or more: |
| _____ | _____ | _____ | | a) signed contract |
| _____ | _____ | _____ | | b) plans and specifications |
| _____ | _____ | _____ | | c) payment performance bond |
| _____ | _____ | _____ | | d) detailed cost breakdown. |
| _____ | _____ | _____ | 33. | Flood hazard designation. |