



Special Loan Programs Application Checklist

- ___ 1. **Dakota Business Lending Loan Application** – complete all 4 pages, signed & dated.
- ___ 2. **Project information** – Cost documents, Purchase Agreement w/ all amendments, Itemized Construction & Equipment bids, collateral summary, titles, lease agreements, plans & specs, etc.
- ___ 3. For each INDIVIDUAL with 20% or more ownership in the borrowing and/or operating companies:
 - ___ a. **Release for Credit Information** (v 12/27/2017).
 - ___ b. **Personal Financial Statement – Form 413** (v 01-18) – current within 90 days & signed by spouse if married.
 - ___ c. **2 Years Personal Tax Returns** – including K-1’s for all entities reported on returns.
 - ___ d. **Resume.**
 - ___ e. **Color copy of Driver’s License.**
- ___ 4. For borrowing company (EPC / RE holding company) and/or operating company (OC):
 - ___ a. **Release for Credit Information** (v 12/27/2017).
 - ___ b. **Current P&L and Balance Sheet** – within 60 days.
 - ___ c. **Current Aging Accounts Payable and Accounts Receivable** – within 60 days.
 - ___ d. **2 Years Business Tax Returns or Year-end P&L and Balance Sheet** – if business acquisition, must obtain from seller and provide opening balance sheet for new ownership operations.
 - ___ e. **2 Years Projected Income Statement for Operating Company with written description of the assumptions used in the projections.**
 - ___ f. **Organizational docs** – operating agreements, bylaws, articles, partnership agreement, ownership ledger.
 - ___ g. **If new business** (operating less than 2 years), **provide:**
 - ___ i. Business Plan.
 - ___ ii. Monthly cash flow for first 12 months of operation.
- ___ 5. **Appraisal**– for real estate and/or for any used equipment being purchased. Appraisal must include Dakota Business Lending as intended user.
- ___ 6. **Bank Commitment Letter**-If Third Party Lender is participating in loan
- ___ 7. **Franchise/Dealer/Licensing Agreements**

**ONLY ONE CATEGOROERY BELOW WILL APPLY –
Dakota Business Lending Loan Officer will select for you:**

<input type="checkbox"/> MAIN STREET LOAN	<input type="checkbox"/> RURAL DEVELOPMENT IRP LOAN
___ 6a. Personal bank statements – 2 months	___ 8a. Assurance Agreement – Form RD 400-4 (v 11-17)
___ 6b. Business bank statements – 2 months	___ 8b. Credit Elsewhere Verification Form
___ 6c. Three References (name, address & phone number)	___ 8c. Equal Opportunity Agreement – Form RD 400-1 (v 5-00)
___ 6d. Copies of Permits & Licenses necessary to operate business	___ 8d. Credit & Eligibility Certification – ND 4272-D (v 5-5-99)
<input type="checkbox"/> SBA ILP LOAN	___ 8e. Fee Agreement (v 12/27/2017)
___ 7a. Certification Regarding Debarment – SBA Form 1624 (v 12/92)	___ 8f. Certification Regarding Debarment – Form AD-1048 (v 12/15)
___ 7b. Request for Transcript of Tax Returns – Form 4506T (v 7-2017)	___ 8g. DUNS #
___ 7c. Statement of Personal History - Form 912 (v 4-2016)	
___ 7d. 2 Years Business Tax Returns for Affiliates	