

EDDY COUNTY REVOLVING LOAN FUND  
APPLICATION CHECKLIST

The potential borrower will be asked to complete an application form which will provide a brief description of the project and include information about new or retained employment, types of jobs, major beneficiaries, use of training programs, location, leverage ratio, and an assessment of any economic benefits that will result from project implementation.

In addition to the application, all eligible borrowers shall provide, as applicable, the following information including, but not limited to:

1. Current financial statements including balance sheets, income statements, and cash flow with footnotes and supporting statements for the applicants' three most recent fiscal year ends. If statements are not accountant prepared, the last three income tax returns must be furnished.
2. Most recent interim financial statements (not older than 90 days) for the applicant and where applicable, of its parent company.
3. Three year pro-forma balance sheets, income statements, and one year cash flows. Such statements and balance sheets should reflect the applicant's ability to repay debt out of earnings.
4. Feasibility or market study (not older than two years).
5. Current personal financial statements from principals.
6. List collateral to be offered as security for the loan, with an estimate of each item's present market value.
7. Estimate or firm quotations, receipts, contracts, orders, invoices, leases, or equivalent documentation from architects, engineers, contractors, sub-contractors, lessors, or others involved in the sale, lease or construction of the fixed assets, if any, for the applicant's project, including schedule of implementation.
8. Back-up information regarding the applicant's operating costs including projected employment by job category.
9. General information about management capability, including resumes for top management, and marketing plans.
10. A bank rejection letter or other outside documentation stating that 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.
11. Information on how the applicant proposes to meet applicable environmental regulations, standards or conditions, when applicable.

**EDDY COUNTY REVOLVING LOAN FUND  
APPLICATION**

<b>GENERAL INFORMATION</b>								
Applicant:				Type of Business:				
Address				<input type="checkbox"/> Proprietorship		<input type="checkbox"/> Partnership		
City:		State:		Zip:		<input type="checkbox"/> Corporation		<input type="checkbox"/> Public
County:			Phone:			<input type="checkbox"/> Limited Liability Corp.		
Tax Id: (FEIN)				<input type="checkbox"/> Other				
Date Business Established:				Major SIC Code:				
Chief Executive Officer/Owner:								
Is Business Minority-Owned				What %?				
Is Business Women-Owned				What %?				
Subsidiaries and Affiliates (List):								
<b>MANAGEMENT (Proprietor, Partners, Officers, Directors owning 20% or more of company)</b>								
Name	Social Security #	Complete Address	% Owned	Military Service			Race	Sex
				Y/N	From	To		

U.S. Citizen? Yes \_\_\_ No \_\_\_ If no, include a copy of Alien Registration Card (Form I 151 or I 551) Alien Registration # \_\_\_\_\_

Are any of the above individuals (a) presently under indictment, on parole or probation, or have they ever been (b) charged for any criminal offense other than a minor vehicle violation, or (c) convicted, placed on pretrial diversion, or placed on any form of probation including adjudication withheld pending probation for any criminal offense other than a minor vehicle violation? Yes \_\_\_ No \_\_\_

Have you or any officer of your company ever been involved in bankruptcy or insolvency proceedings?  Yes  No If yes, provide details.

Have you filed applications to or received commitments from any of the financing sources listed in the following sections?  Yes  No If yes, specify source: \_\_\_\_\_

LOAN INFORMATION	
Amount of RLF Assistance Requested: \$	
Type of Project	
<input type="checkbox"/> Business Start-Up <input type="checkbox"/> Business Expansion <input type="checkbox"/> Business Retention	
Brief description of proposed project:	
Proposed Number of New Employees:	Types of Jobs:
Proposed Number of Retained Employees:	Types of Jobs:
Is project energy or minerals related: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain	

## SOURCES AND USES OF FUNDS

Use of Project Funds		Funding Sources	Funding Status
Land Acquisition	\$	RLF \$	
Purchase Existing Facilities	\$	EDA \$	
Architectural Costs	\$	PIDA \$	
Engineering Costs	\$	SBA \$	
Legal Costs	\$	BID \$	
Site Development Costs	\$	Private Loan \$	
Equipment Purchases	\$	Other \$	
New Construction Costs	\$	Cash \$	
Renovation Costs	\$	—	—
Working Capital	\$		
Other:	\$		
<b>Total Project Costs</b>	<b>\$</b>	<b>Total Funding \$</b>	
Terms and Structure (Requested by Borrower):			
Source of Collateral: (includes values and lien positions); Attach supplemental sheet, if necessary:			
Are you a co-maker, endorser, or guarantor on any loan or contact? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, for whom:	
Are there any unsatisfied judgements against you? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, to whom: Amount owned:	
Were you ever bankrupt? (Omit if more than 10 years ago) <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, where?	

### OTHER BUSINESS INFORMATION

Major Customers/Accounts Receivable		Major Suppliers/Accounts Payable	
Name	Avg Amount	Name	Credit Limit

Indebtedness: Furnish the following information on all installment debts, contracts, notes, & mortgages payable.

To whom Payable	Original Amount	Original Date	Present Balance	Interest Rate	Maturity Date	Monthly Payment	Security	Current or Past Due

### FACILITIES INFORMATION

Existing Building(s)		New Building(s)	
Size:	Sq. Feet:	Size of new facility	
Owned <input type="checkbox"/> Yes <input type="checkbox"/> No	Leased? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will new facility:	
If Owned:	If Leased:	Replace existing facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Purchase Price \$	Expiration	Add to existing facility?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Mortgage Amt. \$	Annual Rent \$	Purchaser to use new space?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Annual Pmts. \$	Will loan proceeds acquire or construct new facilities?	If not, explain,	
Appraised Val. \$		Purchase of new facility?	\$

EMPLOYMENT INFORMATION									
Present Employment					After Completion of Project				
Type of Job	Total # of Jobs	Minority Jobs			Type of Job	Total # of Jobs	Minority Jobs		
		Female	Other	Total			Female	Other	Total
Skilled					Skilled				
Unskilled					Unskilled				
Clerical					Clerical				
Professional					Professional				
Management					Management				
TOTAL					TOTAL				

If job retention is part of project scope, specify number and types of jobs subject to loss:

---



---



---

Is there any potential that new jobs may be filled by dislocated workers? (Specify)

---



---



---

### STATEMENT OF THE APPLICANT

The undersigned hereby irrevocably (1) authorizes the Carlsbad Department of Development to contact any source of information (i.e. credit bureau, bank, or trade reference, attorney, accountant, insurance agent, etc.) That it deems necessary to evaluate this credit request and any resulting loans; (2) warrants that the facts presented herein are true and complete to the best of the undersigned's knowledge; (3) authorizes the Carlsbad Department of Development to participate in credit information exchanges.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

ATTACHMENT C

EDDY COUNTY REVOLVING LOAN FUND  
RLF PRE-APPLICATION FORM

---

I. Date \_\_\_\_\_  
Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City: \_\_\_\_\_  
State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
FEIN: \_\_\_\_\_

---

II BUSINESS INFORMATION

## TIME LINE FOR RLF LOANS

Applicant provides:

1. Application for loan
2. Business Plan
3. Profit & Loss Statement

RLF Board convenes to approve loan

CDOD checks:

1. EPLS for names of all owners and name of business
2. [www.nmprc.state.nm.us](http://www.nmprc.state.nm.us) to obtain information about business

CDOD prepares:

1. Amortization Schedule
2. Record of Payments sheet
3. Cashier's check for loan amount
4. Promissory Note
5. Loan Agreement
6. Guaranty
7. Security Agreement

Schedule closing