



San Luis Valley Development Resources Group
Business Loan Fund Application

Business Information

Business Name (Proposed)			
Physical Address:		Mailing Address:	
City, State, Zip		City, State, Zip	
Phone Number		Fax Number	
Cell Number		EIN Number	
E-mail Address		DUNS Number	
Date Business Started		Business Structure*	

* (C or S Corp, LLC, Sole Prop, Partner)

Business Owner(s):

Owner's Name	1	Owner's Name	
% of Ownership		% of Ownership	
Physical Address:		Physical Address:	
City, State, Zip		City, State, Zip	
Mailing Address:		Mailing Address:	
City, State, Zip		City, State, Zip	
Phone Number:		Phone Number:	
Cell Number:		Cell Number:	
SSN:		SSN:	
Date of Birth		Date of Birth	

1. The Basic Intent of the loan request is:

- | | |
|--|--|
| <input type="checkbox"/> business expansion | <input type="checkbox"/> purchase of an existing business |
| <input type="checkbox"/> to start a new business | <input type="checkbox"/> retention of an existing business |

2. **Have you contacted any lending institutions concerning this project?** () Yes () No

If yes, please provide details on institutions and persons contacted, programs applied for, amounts, terms, rates, approximate dates and lender response.

3. **Sources and Uses of Funds and Collateral Values:**

Loan Request		Use of Funds	
Loan Requested from Lender(s)		Purchase Real Estate	
		Machinery and Equipment	
		Furniture and Fixtures	
Personal Equity		Inventory	
Loan request from SLVDRG		Loan Fees	
		Working Capital	
Total		Other (explain)	
		Total	

Common Discount Formulas used with collateral:

	Market Value	Discount	Collateral Value
Accounts Receivable		50%	
Inventory		50%	
Equipment/Machinery		65%	
Furniture/Fixtures		50%	
Real Estate (Commercial)		70%	
Real Estate (Residential)		80%	
Total			

4. **Job Information:** Number of jobs to be created or retained.

Title	Hrs/Wk	Mo/Yr	Total No Positions	FTE	Low/Mod FTE	Estimated Wage Rate
Total FTE:			Total Low/Mod FTE:			

RLF Loan amount divided by Total FTE = Estimated FTE Cost per Job should be \$20,000 or more.
 Estimated Job Cost

Will there be any special skills needed and/or training required?

5. Please attach your completed business plan. The loan request will not be processed without a business plan. We have attached an outline of a Business Plan as a guideline.

- 6. Verification of project costs** — all project costs must be verified by the following:
1. Written quotes or documented verbal quotes for items and/or services to be purchased.
 2. Contracts to purchase with contingency clause for financing.
 3. Cash flow projections or comparisons to industry standards for working capital.
 4. Purchase price of an existing business must be documented.

7. Please answer the following questions:

Will any of the funds be used for acquisition of real property? Yes No

Will there be any displacement of any residences, individuals, businesses and/or jobs as a result of completion of this project? Yes No

Will any of the funds be used for construction or remodeling? Yes No

Will any occupied or vacant, occupiable low/moderate income dwelling units be or could be demolished or converted from low/moderate income dwellings as a result of this project? Yes No

Business Plan Assistance

Small Business Development Center – contact Jeff Owsley at 719-589-3682

SCORE: score.org – business toolbox – templates

SBA: sba.gov – business plans, <http://www.coloradosbdc.org/training/free-elearning-videos>

* * * * *

I/We, the undersigned, understand that if a loan is granted I/we will be required to obtain life insurance in the amount of the loan and assign the policy to SLV DRG. It is also understood a loan origination fee of 2%, and all other costs, will be paid at the time of closing.

The information contained herein is true and accurate to the best of my knowledge.

I/We authorize San Luis Valley Development Resources Group to order a consumer credit report and verify other credit information, including past and present employment, earnings, bank accounts, and any other asset or liability balances.

It is understood that a photocopy of this form will also serve as authorization.

Signature

Date

Signature

Date

Supporting Documents:

- DUNS number is needed for every business
- Current personal financial statement — signed
- Personal tax returns – 3 years
- Business tax returns – 3 years
- Application fee — \$50.00
- Credit Reports Fee for each applicant at \$20.00/each
- Appraisal of real estate and/or equipment
- Franchise Agreement
- Equipment/Furniture & Fixtures Purchase Listing
- Buy-Sell Agreement or contract for real estate OR purchase of business
- Lease or rental agreements (with term equal to proposed loan term)
- Resumes for all owners
- Verification of legal structure

You can mail, email, or drop off your application to:

Sarah Stoeber, Director of Business Development
Tonya Owsley, Director of Business Development
San Luis Valley Development Resources Group
610 State Avenue, Suite 200
Alamosa, CO 81101
SStoeber@slvdrdg.org - towsley@slvdrdg.org

If you have any questions, please contact us at 719-589-6099.

Existing Business Purchase

1. **Business trade name:** _____
2. **Contact:** _____ **Telephone No.:** _____
3. **Business address:** _____

4. **Number of years business has operated:** _____ **Total Employees:**_____
5. **Type of business:** (Provide a brief history of the business as well as information concerning services and/or merchandise currently offered, major customers and accounts, and market area):
-
6. **Describe reason why the present owner is selling the business:**
-
7. **Will any of the present business structure, management, and employees be retained:**
[] No [] Yes — please describe:
-
8. **Describe any problems, contingencies, negotiations, or steps required in purchasing the business or any adverse situations affecting the business of which you are aware:**
-
10. **Attach copy of the proposed Buy-Sell Agreement.**

The information contained herein is true and accurate to the best of my knowledge.

Signature

Date

Signature

Date